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ABSTRACT

Basic information about each of 50 accrediting bodies that have been evaluated by the Council on Postsecondary Accreditation (COPA) and recognized as meeting acceptable levels of quality and performance is provided. Information was supplied by the individual accrediting bodies, who were asked to update and verify the accuracy of information from the 1984-1986 guide. The introduction looks at the following: the accrediting process; procedures in accreditation; COPA's role in accreditation; and the organization of COPA. A COPA organization chart is included. The three major sections focus on: national institutional accrediting bodies (such as American Association of Bible Colleges and National Home Study Council); regional institutional accrediting bodies (such as Middle States Association of Colleges and Schools and Northwest Association of Schools and Colleges); and specialized accrediting bodies (such as Society of American Forests and the American Dietetic Association). Facts in each entry include such items as structure, recognition classifications, procedures; and fees of the organizations. (SM)

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# *A* Guide to COPA Recognized Accrediting Bodies

## 1986 - 1988

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## COUNCIL ON POSTSECONDARY ACCREDITATION

HE 021 699

# ABOUT THIS GUIDE

A Guide to COPA Recognized Accrediting Associations is a biennial installment of updated information concerning members of the Council on Postsecondary Accreditation. The Guide contains basic data about each accrediting body which has been evaluated by COPA and recognized as meeting acceptable levels of quality and performance. Facts in each entry include such items as structure, recognition classifications, procedures, and fees of the organizations.

The data contained in the volume has been supplied by the individual accrediting bodies. Representatives of these groups were asked in July 1986 to update and verify the accuracy of information from the 1984-1986 Guide.

For further clarification concerning a particular accrediting body, or to order additional copies of the Guide, please contact:

The Council on Postsecondary Accreditation
One Dupont Circle, NW
Suite 305
Washington, DC 20036
(202)452-1433

# INTRODUCTION

## The Accrediting Process

Accreditation is a system for recognizing educational institutions and professional programs affiliated with those institutions for a level of performance, integrity, and quality which entitles them to the confidence of the educational community and the public they serve. In the United States, this recognition is extended primarily through nongovernmental, voluntary institutional or professional associations. These groups establish criteria for accreditation, arrange site visits and evaluate those institutions and professional programs which desire accredited status, and publicly designate those which meet their criteria.

In most other countries, the establishment and maintenance of educational standards is the responsibility of a central government bureau. In the United States, however, public authority in education is constitutionally reserved to the states. The system of voluntary nongovernmental evaluation called accreditation has evolved to promote both regional and national approaches to the determination of educational quality. While accreditation is basically a private, voluntary process, accrediting decisions are used as a consideration in many formal actions -- by government funding agencies, scholarship commissions, foundations, employers, counselors, and potential students. Accrediting bodies have, therefore, come to be viewed as quasi-public entities with certain responsibilities to the many groups which interact with the educational community.

In America, accreditation at the postsecondary level performs a number of important functions, including the encouragement of efforts toward maximum educational effectiveness. The accrediting process requires institutions and programs to examine their own goals, activities, and achievements; to consider the expert criticism and suggestions of a visiting team; and to determine internal procedures for action on recommendations from the accrediting body. Since accreditation status is reviewed on a periodic basis, recognized institutions and professional programs are encouraged to maintain continuous self-study and improvement mechanisms.

Institutional accreditation is granted by the regional and national accrediting commissions of schools and colleges which collectively serve most of the institutions chartered or licensed in the United States and its possessions. These commissions and associations accredit total operating units only.

Specialized accreditation of professional and occupational schools and programs is granted by commissions on accreditation set up by national professional organizations in such fields as business, dentistry, engineering, and law. Each of these groups has its distinctive definitions of eligibility, criteria for accreditation, and operating procedures, but all have undertaken accreditation activities primarily to provide quality assurances concerning educational preparation of members of the profession or occupation. Many of the specialized accrediting bodies will only consider requests for accreditation reviews from programs affiliated with institutions holding comprehensive accreditation. Some specialized agencies, however, accredit professional programs at institutions not otherwise accredited, these generally being independent institutions which offer only the particular specified discipline or course of study in question.

## Procedures in Accreditation

The accrediting process is continuously evolving. The trend has been from quantitative to qualitative criteria, from the early days of simple check lists to an increasing interest and emphasis on measuring the outcomes of educational experiences.

The process begins with the institutional or programmatic self-study, a comprehensive effort to measure progress according to previously accepted objectives. The self-study considers the interests of a broad cross-section of constituencies -- students, faculty, administrators, alumni, trustees, and in some circumstances the local community. The resulting report is reviewed by the appropriate accrediting commission and serves as the basis for evaluation by a site-visit team from the accrediting group. The site-visit team normally consists of professional educators (faculty and administration), specialists selected according to the nature of the institution, and members representing specific public interests. The visiting team assesses the institution or program in light of the self-study and adds judgments based on its own expertise and its external perspective. This team prepares its own evaluation report, which is reviewed by the institution or program for factual accuracy. The original self-study, the team report, and any response the institution or program may wish to make are forwarded to the accreditation commission. The review body uses these materials as the basis for action regarding the accreditation status of the institution or program. Negative actions may be appealed according to established procedures of the accrediting body.

Although accreditation is generally granted for a specific term (e.g., five or 10 years), accrediting bodies reserve the right to review member institutions or programs at any time for cause. They also reserve the right to review any substantive change, such as an expansion from undergraduate to graduate offerings. Such changes may require prior approval and/or review upon implementation. In this way accrediting bodies hold their member institutions and programs continually responsive to their educational peers, to the constituents they serve, and to the public.

Historically and currently, accreditation at the postsecondary level may be said to:

- foster excellence in postsecondary education through the development of uniform national criteria and guidelines for assessing educational effectiveness;

- encourage improvement through continuous self-study and review;

- assure the educational community, the general public, and other agencies or organizations that an institution or program has clearly defined and appropriate objectives, maintains conditions under which their achievement can reasonably be expected, is in fact accomplishing them substantially, and can be expected to continue to do so; and

- provide counsel and assistance to established and developing institutions and programs, and endeavor to protect institutions against encroachments which might jeopardize their educational effectiveness or academic freedom.

## COPA's Role in Accreditation

Postsecondary education in the United States derives its strength and excellence from the unique and diverse character of its many individual institutions. Such qualities are best sustained and extended by the freedom of these instiuttions to determine their own objectives and to experiment in the ways and means of education within the framework of their respective authority and responsibilities.

Public as well as educational needs must be served simultaneously in determining and fostering standards of quality and integrity in the institutions and such specialized programs as they offer. Accreditation, conducted through nongovernmental institutional and specialized bodies, provides a major means for meeting those needs.

The Council on Postsecondary Accreditation is a nongovernmental organization that works to foster and facilitate the role of accrediting agencies in promoting and insuring the quality and diversity of American postsecondary education. The accrediting bodies, while established and supported by their membership, are intended to serve the broader interests of society as well. To promote these ends, COPA recognizes, coordinates, and periodically reviews the work of its member accrediting agencies and determines the appropriateness of existing or proposed accrediting bodies and their activities through its granting of recognition and performance of other related functions.

## Organization of COPA

The governance of COPA is vested in a 19-member Board representing institutional and specialized accreditation, national associations of colleges and universities, and the public.

The composition of the COPA Board includes:

- Three members elected by the Assembly of Institutional Accrediting Bodies;

- Three members elected by the Assembly of Specialized Accrediting Bodies;

- Three members elected by the Assembly of National Postsecondary Educational Organizations;

- Three chief executive officers or chief academic officers of accredited institutions elected by the Board;
- Three public representatives elected by the Board from outside the academic accrediting community; and
- Four ex officio members including:
    - The Chairman of the Assembly of Institutional Accrediting Bodies,
    - The Chairman of the Assembly of Specialized Accrediting Bodies,
    - The Chairman of the Assembly of National Postsecondary Educational Organizations; and
    - The President of the Council.

COPA's structure is represented graphically in the chart on the following page.

# The Council on Postsecondary Accreditation

## THE BOARD (19)

**Elected members:** 3 from AIAB, 3 from ANPEO, 3 from ASAB, 3 executive/chief academic officers of accredited institutions (elected by Board), 3 public representatives. **Ex-Officio Members:** Chairmen of the 3 Assemblies and the President of the Council.

## CENTRAL OFFICE*

President
Director, Professional Services
Director, Constituent Services
Support Staff

## STANDING COMMITTEES

Executive Committee
Committee on the Public Interest
Committee on Recognition

## Assembly of Institutional Accrediting Bodies - AIAB (14)

NATIONAL
- Amer. Ass'n of Bible Colleges
- Ass'n of Independent Colleges & Schools
- Nat'l Home Study Council
- Ass'n of Theological Schools
- Nat'l Ass'n of Trade & Technical Schools

REGIONAL
- Commission on Higher Educ. - Middle States Ass'n of Colleges & Schools
- Commission on Institutions of Higher Educ. - New England Ass'n of Schools & Colleges
- Commission on Vocational, Technical, Career Institutions New England Ass'n of Colleges & Schools
- Commission on Institutions of Higher Educ. - North Central Ass'n of Colleges & Schools
- Commission on Colleges - Northwest Ass'n of Schools & Colleges
- Commission on Colleges - Southern Ass'n of Colleges & Schools
- Commission on Occupational Education Institutions - Southern Ass'n of Colleges & Schools
- Accred. Commission for Community & Jr. Colleges - Western Ass'n of Schools & Colleges
- Accred. Commission for Senior Colleges & Universities - Western Ass'n of Schools & Colleges

## Assembly of Specialized Accrediting Bodies - ASAB (36)

- Committee on Allied Health Educ. & Accred. (AMA)
- Nat'l Architectural Accred. Board
- Nat'l Assoc. of Schools of Art & Design
- Amer. Assembly of Collegiate Schools of Business
- Council on Chiropractic Educ.
- Amer. Council for Construction Educ.
- Amer. Dental Ass'n
- Amer. Dietetic Ass'n
- Accred. Board for Engineering & Technology
- Society of Amer. Foresters
- Accred. Comm. on Educ. for Health Services Admin.
- Amer. Home Economics Ass'n
- Foundation for Interior Design Educ. Research
- Accred. Council on Educ. in Journalism and Mass Communication
- Amer. Society of Landscape Architects
- Amer. Bar Ass'n
- Ass'n of Amer. Law Schools
- Amer. Library Ass'n
- Accred. Bureau of Health Educ. Schools
- Liaison Committee on Medical Educ. (AMA, AAMC)
- Nat'l Ass'n of Schools of Music
- Council on Accred. of Nurse Anesthesia Educat'l Programs/Schools
- Nat'l League for Nursing
- Amer. Optometric Ass'n
- Amer. Osteopathic Ass'n
- Amer. Council on Pharmaceutical Educ.
- Amer. Physical Therapy Ass'n
- Amer. Podiatric Medical Ass'n
- Amer. Psychological Ass'n
- Council on Educ. for Public Health
- Ass'n of Advanced Rabbinical and Talmudic Schools
- Council on Rehabilitation Educ.
- Council on Social Work Educ.
- Amer. Speech-Language-Hearing Ass'n
- Nat'l Council for Accred. of Teacher Educ.
- Amer. Veterinary Medical Ass'n

## Assembly of National Postsecondary Educational Organizations - ANPEO (7)

- Amer. Ass'n of Community & Jr. Colleges
- Amer. Ass'n of State Colleges & Universities
- Amer. Council on Education
- Ass'n of American Colleges
- Ass'n of American Universities
- Ass'n of Governing Boards of Universities & Colleges
- Nat'l Ass'n of State Universities & Land-Grant Colleges

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The Council on Postsecondary Accreditation
A Guide to COPA Recognized Accrediting Bodies
1986-88

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# NATIONAL INSTITUTIONAL ACCREDITING BODIES

# AMERICAN ASSOCIATION OF BIBLE COLLEGES

P.O. BOX 1523
130 F NORTH COLLEGE STREET
FAYETTEVILLE, ARKANSAS 72701
TELEPHONE: 501-521-8164

Executive Director
    Randall Bell
President
    Charles A. Thigpen
    Freewill Baptist Bible College
    3606 West End Avenue
    Nashville, Tennessee 37205

The American Association of Bible Colleges was established in 1947 as the Accrediting Association of Bible Institutes and Bible Colleges. The present title was adopted in 1974.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Executive Director
    Randall Bell
Associate Director
    Gary Matson
Chairperson
    Donald Tschetter, Grace College of Bible, Omaha, Nebraska

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to professional or special-purpose colleges commonly known as Bible Colleges; programs within these institutions may vary from two to five years in length; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED INSTITUTIONS: 85 accredited institutions; 15 candidate institutions; 14 applicant institutions.

MEMBERSHIP: The Accrediting Commission consists of:
- 9 members from accredited institutions
- 1 public member

Members are appointed by the AABC Board of Directors on the basis of their competence as evaluators, seasoned judgment, and professional reputation. The public representative cannot be an educator in, or member of, the profession for which students are prepared. Term of membership is three years, with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Every college must be legally constituted as a non-profit institution and so operated. It must be legally authorized by the state to operate as an educational institution, to maintain its functions, and to conduct its programs. An educational institution should attain a satisfactory degree of stability before it applies for accreditation. Evidence of stability may be ascertained by the following criteria:

(1) Adherence to goals and philosophy of Bible college education.
(2) Length of continuous operation (ordinarily five years of continuous operation as a day school is considered a minimum).
(3) Experience in a given educational program.
(4) Continuity of leadership.
(5) Reasonably low faculty turnover.
(6) Expectation of a reasonable regularity of acceleration in the number of enrollments.
(7) Adequate number of enrollments.
(8) Sound financial management.
(9) Strong cooperating and supporting groups such as denominations and alumni.
(10) Capacity for growth and development.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria of Accreditation" in the AABC Manual, 1985.

ACCREDITATION CLASSIFICATIONS: Applicant Status: A pre-membership category for schools which are working toward membership. Granted to schools which demonstrate qualities which may provide a basis for membership within a reasonable length of time. Maximum term is three years.
Candidate for Accreditation: Granted to schools which present evidence of: (1) academic and financial integrity; (2) valid educational service; and (3) conformity to the spirit and purposes of accreditation. Schools should show promise of achieving accreditation within a reasonable length of time. Maximum term is three years, with a possible two year extension for cause.
Accredited Membership: Granted to institutions which meet or exceed minimum standards of the Association. Maximum term is ten years.
Limited Accreditation: Accreditation is limited to permit the institution to implement recommendations. Maximum term is three years.
Probationary Status: Provides the opportunity for the institution to implement recommendations. Term is specified by the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The Commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate or accredited status. Applications which are denied may not normally be resubmitted within a one-year period. The Commission may issue a warning, serve notice of probation, or issue an order to show cause why accreditation should be continued upon an institution which fails to maintain accreditation standards.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared according to a prescribed format, is required.
(2) An evaluation team visit follows the submission of the self-study. The team consists of approximately five members appointed by the Commission's staff. The visit is two to three days in length. Expenses of the visit are billed directly to the institution and average approximately $500 per team member.

(3) The evaluation team report is issued to the institution as quickly as possible after the visit has been conducted.

(4) The college administration is encouraged to respond to the report and its recommendations prior to its consideration by the Commission.

(5) The team report is considered by the Commission and action is taken at its regular meeting. The college president (and others he may choose to accompany him) is requested to meet with the Commission during the session when the school's request is considered. This is true of consideration for both candidate and accreditation statuses.

(6) The institution is notified of the accreditation decision approximately six months following the team visit.

PROCEDURES REQUIRED OF APPLICANT INSTITUTIONS: Applicant institutions are required to:

(1) Work with a consultant appointed by the Commission.

(2) Submit annual reports in response to Commission recommendations, along with annual statistical reports, to the association office.

(3) Conduct a self-evaluation program and submit a self-study report.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Accredited institutions are required to submit annual reports on forms provided by the association. Self-evaluation and reevaluations by visiting teams are requested by the Commission: (1) approximately every ten years after accreditation is granted; 2) when on the basis of annual reports of substantive changes it is decided that a reevaluation is advisable.

DUES AND FEES: AABC is funded primarily through annual assessments from its institutions.

Accredited member schools are assessed a minimum of $700, plus increments of $20 for each $100,000 annual income.

Candidates for Accreditation are charged a basic amount of $650, plus increments of $20 for each $100,000 annual income. The cost for annual consultations should also be considered in the school's budget.

Applicant schools pay $400 annually. It is recommended that applicant schools budget this amount plus the cost of consultative visits - a total of $900 per year.

The fee for an evaluation team is $750, plus expenses of evaluators.

A consultation costs $200 plus travel expenses. A number of consultations are usually conducted during a single itinerary, with schools paying a proportionate share in travel expenses.

All assessments, fees, and travel expenses are billed from the association office.

## ASSOCIATION OF INDEPENDENT COLLEGES AND SCHOOLS

ONE DUPONT CIRCLE, N.W., SUITE 350
WASHINGTON, D.C. 20036
TELEPHONE: 202-659-2460

President
    Jerry W. Miller
Chairman of the Board (1986)
    Edward Shapiro, President
    New Hamshire College, Manchester, New Hampshire
Chairman of the Board (1987)
    John T. South, Jr., President
    Cecils Junior College, Asheville, North Carolina

The Association of Independent Colleges and Schools and its predecessor associations date back to 1912.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION
Executive Director
    James M. Phillips
Chairman (1986)
    John T. South, III, President
    Draughons Junior College, Savannah, Georgia

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a recognized national institutional accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to private business schools, junior colleges, and senior colleges. Geographic scope presently includes but is not limited to the United States and territories, Cayman Islands, Europe, and Great Britain.

NUMBER OF ACCREDITED INSTITUTIONS: 639 (with 382 branches)

MEMBERSHIP: The Accrediting Commission consists of:

11 members from accredited institutions
5 public members

Commissioners are elected by the total membership of the association or are appointed by the board of directors of the association. Membership term is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for consideration for accreditation, an institution must satisfy the following minimum requirements:

(1) The institution shall be predominantly organized to train students for business and business-related careers.

(2) The institution ordinarily shall have in operation at least one residence program of instruction of not less than one academic year in length, and have graduated at least one class.

(3) The educational program shall be on the postsecondary or collegiate level.

(4) Education is the principal activity of the institution.

(5) The principal program of the institution shall be a residence program.

(6) The institution shall have been in continuous operation for at least two years.

(7) A separate non-main campus facility having additional or different objectives may be included in an institution's accreditation upon proper application and evaluation provided that (except for the difference in objectives and implementation thereof) the non-main entity is accreditable within the framework and spirit of the criteria of the Commission, and the overall institution is predominantly organized for the purpose of training for business careers.

(8) The institution shall be legally organized and authorized to conduct its program under the laws of its own state and community. Where state laws are silent, the institution shall conform to accepted organization and practices for comparable institutions in the area.

(9) The evaluation of the institution must be specifically authorized by the chief executive officer of the institution.

(10) The enrollment in the institution must be sufficient to support regularly scheduled and conducted class and laboratory work and to insure reasonable standards of instruction.

(11) The institution or its ownership entity must be organized as a corporation.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Criteria: Policies, Procedures, and Standards," July, 1985, with supplement.

ACCREDITATION CLASSIFICATIONS: Accreditation (Initial grant or new grant following periodic reevaluation): Maximum term is six years.
Candidate for a different status: not preaccreditation status, only for already accredited institutions applying for a different level of recognition, e.g., school to junior college, junior college to senior college.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When measured against the criteria, an institution, in the opinion of the Commission, may be found wanting. The gravity of the deficiency determines whether or not the judgment of the commission may result in one of the following negative actions.

(1) To withhold accreditation from an initial applicant or reapplicant institution. This is accomplished either by deferral or denial. A deferral is not a final decision and is not ordinarily appealable. It is interlocutory in nature to provide further guidance to the institution whereby deficiencies might be cured. Denial is a final decision, and the institution is entitled to an opportunity to present its case in a fair and impartial hearing before the Commission at its next regularly scheduled meeting.

(2) To withdraw accreditation from an institution either by suspension or revocation. A Review Board for Appeals, comprised of five persons appointed by the commission, is empowered to review negative actions/decisions to withdraw accreditation by the Commission.

## THE ACCREDITING PROCESS:

(1) An institution seeking accreditation, reclassification, or reaffirmation of accreditation is required to complete a self-evaluation.

(2) Upon completion of the self-evaluation, an on-site evaluation is made by a team appointed by the Commission. The team normally consists of two members for business schools; three members for junior colleges; and four members for senior colleges. The length of the visit is usually two days. The expenses of the visit are billed directly to the institution.

(3) A written report is forwarded to the institutional chief executive with comments on the institution's strengths and weaknesses. The chief executive is invited to comment on the report and to file supplemental materials pertinent to the report's facts and conclusions.

(4) The report is considered by: (a) an advisory recommendation team; (b) the appropriate commission council; and, finally, (c) the entire Commission.

(5) Notification of the accreditation decision is forwarded to the institutional chief executive within three weeks following consideration by the Commission which meets three times per year.

## PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) The institution is required to notify the Commission of any substantial or significant changes in facilities, faculty, financial stability, management, ownership control, educational programs, new or additional geographic locations, and other material factors which affect the governance or operation of the institution.

(2) The institution is required to file with the Commission complete information about new courses or programs.

(3) The institution is required to file an annual statistical report and annual financial report and such special reports as may be required by the Commission.

| TOTAL EDUCATIONAL INCOME | ANNUAL FEE |
|---|---|
| less than $ 50,000 | $ 500 |
| 50,000 but less than 100,000 | 1,000 |
| 100,000 but less than 150,000 | 1,400 |
| 150,000 but less than 200,000 | 1,700 |
| 200,000 but less than 250,000 | 1,800 |
| 250,000 but less than 300,000 | 1,900 |
| 300,000 but less than 350,000 | 2,000 |
| 350,000 but less than 400,000 | 2,050 |
| 400,000 but less than 450,000 | 2,100 |
| 450,000 but less than 500,000 | 2,150 |
| 500,000 but less than 550,000 | 2,200 |
| 550,000 but less than 600,000 | 2,250 |
| 600,000 but less than 650,000 | 2,300 |
| 650,000 but less than 700,000 | 2,350 |
| 700,000 but less than 750,000 | 2,400 |
| 750,000 but less than 800,000 | 2,500 |
| 800,000 but less than 850,000 | 2,600 |
| 850,000 but less than 900,000 | 2,700 |
| 900,000 but less than 950,000 | 2,800 |
| 950,000 but less than 1,000,000 | 2,900 |
| 1,000,000 but less than 1,100,000 | 3,000 |
| 1,100,000 but less than 1,200,000 | 3,100 |
| 1,200,000 but less than 1,300,000 | 3,200 |
| 1,300,000 but less than 1,400,000 | 3,300 |
| 1,400,000 but less than 1,500,000 | 3,400 |
| 1,500,000 but less than 1,750,000 | 3,500 |
| 1,750,000 but less than 2,000,000 | 3,600 |
| 2,000,000 but less than 2,250,000 | 3,700 |
| 2,250,000 but less than 2,500,000 | 3,800 |
| over 2,500,000 | add $100 for each additional $500,000 in total educational income |

## NATIONAL HOME STUDY COUNCIL
## ACCREDITING COMMISSION

1601 18TH STREET, N.W.
WASHINGTON, D.C. 20009
TELEPHONE: 202-234-5100

Executive Secretary
    William A. Fowler
Chairman
    Hester L. Turner
    Attorney/Consultant

The National Home Study Council was established in 1926. The Accrediting Commission was established in 1955.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to home study schools in the United States. Programs of instruction may range from kindergarten through graduate study. COPA recognition includes the awarding of academic degrees from the associate through the master's degree level.

NUMBER OF ACCREDITED INSTITUTIONS: 66

MEMBERSHIP: The Accrediting Commission is composed of seven commissioners appointed by the Board of Trustees of the National Home Study Council on the recommendation of the Nominating Committee. Four commissioners (known as public commissioners) shall be from outside the home study school field and three commissioners shall be from the home study field.
Public commissioners shall: (1) be representative of such diversified fields as government, industry, universities, public schools, and adult and vocational education; (2) not have any affiliation nor interest in any home study school that is accredited or that might qualify to make application for accreditation; (3) have qualifications and experience which would bring expertise to the Commission in such special areas of school evaluation as finance, administration, management, etc.; (4) have an interest and willingess to serve and be available to devote the necessary time to the activities of the Commission; (5) possess personal qualities of leadership, integrity, ability, and personal reputation; (6) be under 67 years of age; and (7) hold one or more academic degrees. Term of membership is three years with three consecutive terms permitted.
Commissioners from the home study field shall: (1) be bona fide executive officers of accredited schools which do not have persons serving on the Accrediting Commission or the Board of Trustees; (2) be appointed allowing for geographical representation as far as possible; (3) be appointed so that there will be representation of the schools in the National Home Study Council and the home study school field insofar as possible; (4) possess personal qualities of integrity, leadership, ability, and personal reputation; (5) be under 67 years of age; (6) hold one or more academic degrees; (7) have experience in,

and contemporary knowledge of, the home study field, (8) have demonstrated supportiveness of the accrediting program; (9) have experience as a member of accrediting examining committees; and (10) have demonstrated interest and support of the National Home Study Council by regular attendance of Council functions and participation on Council committees. Term of membership is three years with two consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Application for accreditation from the Accrediting Commission of the National Home Study Council may be made at any time by a private or non-private bona fide correspondence institution with two years of operating experience. In order to qualify to apply for accreditation, the institution must be one which:

A. formally enrolls students and maintains formal student records;
B. retains a qualified faculty to service students;
C. transmits to students organized instructional materials;
D. provides continuous two-way communication on student work, e.g., evaluating students' examinatins, projects or answering queries;
E. offers courses of instruction which must be studied predominantly at a distance from the institution.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Accrediting Home Study Schools, 1976."

ACCREDITATION CLASSIFICATION AND ACTIONS: The Accrediting Commission has four courses of action which it may take on each application:

(1) Accredit a new applicant school or continue an institution's accredited status; maximum term is five years.
(2) Accredit or continue accreditation with stipulations that must be met within a stated period.
(3) Defer a decision pending progress reports, additional evidence, or a statement of the school's plan for improvement, any of which may require a supplemental visit.
(4) Deny accreditation or remove accreditation from an institution.

If accreditation is denied, the Commission sends the school a statement of the reasons for the denial and the school may appeal the decision. The Commission will hear the appeal at the earliest practical time. A school that is denied may reapply after one year.

THE ACCREDITING PROCESS:

(1) A self-evaluation report, prepared according to a prescribed format, is required. Two sets of each of the courses offered by the school must also be submitted for evaluation by outside subject matter experts. Also, 100 names and addresses of a randomized group of students must be submitted to enable the Commission to make a survey through a mail questionnaire.
(2) The courses are reviewed and evaluated by subject matter specialists who are highly qualified professionals either as practitioners in their fields or as faculty members in institutions of higher education. A Subject Specialist fee of $400 is charged for each course received. Also, over 400 state departments of education, consumer agencies, and federal bodies are surveyed to ascertain the school's reputation.

(3) An examining committee visits the school following the submission of the self-evaluation report and the course materials. The committee averages approximately five to seven members. The usual length of the visit is one day. Expenses of the visit are covered by a standard assessment fee of $500 per member per day.

(4) The school is given an opportunity to review the committee chairman's report and to submit additional materials in response to the report.

(5) The accrediting decision rests solely with the Commission. The school is notified of the accreditation decision following the meeting of the Accrediting Commission.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: An accredited school must submit annual reports to the Accrediting Commission, and must be re-examined completely at least every five years. However, the commission may call for periodic or special reports from any accredited school and may call for a re-examination in less than five years if there is a change in ownership or management or if there is evidence of serious problems in the school.

ACCREDITATION FEE: Each accredited school pays an annual accreditation fee based on the toal cash collections from home study enrollments received by the school during the preceding calendar year. This annual fee is separate from and in addition to the annual dues for membership in the National Home Study Council. A copy of the fee schedule is available from the NHSC office upon request. Listing fee: The name of each accredited school appears alphabetically in the Accrediting Commission's list of accredited schools. The annual accreditation fee covers the listing of one name. A fee of either one half of the school's annual accreditation fee or $1,000, whichever is less, is charged for each additional name listed.

## ASSOCIATION OF THEOLOGICAL SCHOOLS IN THE UNITED STATES AND CANADA

P.O. BOX 130
VANDALIA, OHIO 45377-0130
TELEPHONE: 513-898-4654

Executive Director
    Leon Pacala
President
    Barbara Brown Zikmund
    Pacific School of Religion
    Berkeley, California

The Association of Theological Schools was established in 1918 as the Conference of Theological Schools in the U.S. and Canada. The present title and accrediting function were adopted in 1936.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITING
Director
    William L. Baumgaertner
Chairperson
    Faith E. Burgess, Academic Dean
    Lutheran Theological Seminary, Philadelphia

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits free standing theological seminaries and schools, or schools/departments within institutions which offer graduate programs in education for ministry/priesthood; geographic scope includes United States and Canada.

NUMBER OF ACCREDITED UNITS:
176 (19 in Canada)

MEMBERSHIP:

| | |
|---|---|
| 9 | members from accredited institutions |
| 3 | public members |
| 12 | TOTAL |

Members are elected by the total accredited membership of the Association upon the basis of their experience in seminary education and other appropriate qualifications. Public members are persons not enrolled as students in nor employed by a theological school and are selected for knowledge about the church, ministry, and/or professional education. Term of membership for institutional representatives is six years with one term permitted. The term for public members is two years and is renewable.

## ELIGIBILITY CRITERIA FOR ASSOCIATE MEMBERSHIP (UNACCREDITED):

(1) The school shall have an adequate number of properly qualified professors working full time at post-college theological education. Normally, this will involve at least one full time person in each of the appropriate disciplines of theological education.

(2) The school shall have a student body of sufficient size to provide for a community of peer influence and support appropriate for graduate education. Ordinarily all theological students shall hold an accredited baccalaureate degree.

(3) The educational program of the school shall consist of graduate level studies in the broad range of the theological disciplines designed for preparation for ministry.

(4) The school shall evidence openness to the community of theological schools as demonstrated by:
  (a) regular participation of faculty and staff in professional society meetings;
  (b) an openness to cooperative relationships with present ATS member schools; and
  (c) a commitment to participate in the larger community comprising theological education, and especially openness to the diversity which characterizes that community.

(5) The school shall present evidence that it is carrying on an educational program of sufficient quality, stability, and permanence by:
  (a) possession of adequate physical facilities;
  (b) a library which compares in size of collection and adequacy of support with other associate member school;
  (c) a governance and administrative structure which carries out the functions characteristic of North American institutions;
  (d) adequate financial resources; and
  (e) such other supporting instructional resources as may be required for the program.

(6) The school shall have a sufficient degree of autonomy to determine and carry out its basic purposes. Such autonomy does not preclude the advantages which may accrue from interinstitutonal sharing of resources.

## ELIGIBILITY CRITERIA CANDIDATE FOR ACCREDITED MEMBERSHIP:

(1) The applicant institution shall provide the Commission on Accrediting with reasonable assurance that it will comply with the General Institutional Standards by the end of the self-study process and that the degree programs in which at least 50 percent of its students are registered will meet the specific degree standards.

(2) The applicant institution shall demonstrate that it has the resources and capacity to complete satisfactorily a self-study process and report within the normal two-year period.

## ELIGIBILITY CRITERIA FOR ACCREDITED MEMBERSHIP:

(1) An institution seeking accreditation for one or more of its degree programs shall meet the general institutional standards.

(2) For a theological school to be placed on or to remain on the list of accredited institutions at least 50 percent of its students must be registered in degree programs which meet the Association's standards.

It is expected that all degree programs offered shall meet these standards. A school shall have four years from the graduation of the first student from a new degree program to achieve full approval for that program. Failure to receive approval within this time limit will endanger the continuance of the institutional accredited membership.

ACCREDITED STANDARDS AND GUIDELINES: "Standards for Accrediting" in "ATS Bulletin 37, Part 3," 1986.

MEMBERSHIP AND ACCREDITATION CLASSIFICATIONS: Associate Membership: Awarded to institutions which meet minimal criteria; associate membership is not an accreditation status, and it carries no implications regarding future accreditation.
Candidate for Accredited Membership: Awarded to associate member institutions when it appears probable that (a) they will meet standards within a reasonable time and (b) they can satisfactorily complete a self-study report. Status is awarded for two year maximum, and is renewable.
Accredited Membership: Awarded to schools which meet the ATS standards and requirements. It may be awarded provisionally for a period not to exceed two years, renewable once. Accredited membership is usually awarded for an initial period of five years, with reaffirmation decisions from five to a maximum of ten years.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: The Commission does permit withdrawal of an application for associate, candidate, or accredited membership.
The Commission may place an institution which falls significantly below minimum requirements on probationary status or require it to show cause why its accreditation status should not be revoked.

THE ACCREDITING PROCESS:

(1) A self-study process, usually requiring a period of six to eighteen months, is required.
(2) Following the submission of a satisfactory self-study report, an evaluation team visits the institution. The team consists of approximately four members from other accredited institutions. The average length of the visit is three days. The institution is billed directly for the cost of the visit which averages approximately $475 per member.
(3) The team's report in first and final drafts is sent to both the school and the Commission. To insure due process, the school is encouraged to send responses to both drafts directly to the team chairperson and to the Commission.
(4) The Commission considers the team report and institutional response and notifies the institution of an accreditation decision within two weeks of the next scheduled Commission meeting (January or June).

PROCEDURES REQUIRED OF ASSOCIATE MEMBERS:

(1) The schools must continue to meet minimal requirements for membership and standards of education which satisfy conditions defined by ATS.
(2) The school must make an annual report of its operations on the forms provided.
(3) The school shall pay annual dues as prescribed by the association.

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## PROCEDURES REQUIRED FOR CANDIDATE MEMBERS:

(1) The institution shall demonstrate evidence of progress in the self-study process.

(2) The school shall submit information annually on its operation. The information from those reports is used by the Commission on Accrediting as one indication of the progress being made.

(3) The school pays annual dues as prescribed by the Association.

## FEES AND DUES:

(1) Membership dues: Rate is 0.0018 of annual operating expenditures up to $1,000,000 for the preceding year; $1,800 + 0.00048 on AOE $1-2,000,000; $2,280 + 0.00024 on AOE $2-3,000; $2,250 + 0.00012 on all AOE above $3,000,000. Maximum dues shall be $2,730 (1986-87) and $2,867 (1987-88). Minimum dues for associate members: $300; for accredited and candidate members: $500.

(2) Accrediting, membership and appeal costs: (a) application and processing fee for association membership: $300; (b) inspection, reevaluation, and appeal fees: $300, plus actual costs for team/staff travel.

# NATIONAL ASSOCIATION OF TRADE AND TECHNICAL SCHOOLS

2251 WISCONSIN AVENUE, N.W.
WASHINGTON, D.C. 20007
TELEPHONE: 202-333-1021

Executive Director
    Stephen J. Blair
President
    Ross Alloway, National Education Corporation

The National Association of Trade and Technical Schools was established in 1965.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION:
Executive Secretary
    Dorothy C. Fenwick, Ph.D.
Chairperson
    Joseph Thompson
    Antonelli Institute of Art & Photography

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits private residence schools offering occupationally-oriented specialty training programs in trade and technical careers which culminate in a certificate, diploma, or degree. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS: 966

MEMBERSHIP: The Accrediting Commission consists of nine members, five of whom are trade and technical school persons and four of whom are identified as public persons from outside of trade and technical schools. The membership represents a balance of the interests of society generally and the schools and students, as well as a diversification of geographic representation and educational background.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Schools automatically become eligible for NATTS membership by attaining accredited status. However, accredited schools are not required to be NATTS members.

ELIGIBILITY REQUIREMENT FOR APPLICATION: Private residence vocational schools with a definite trade, occupational, or technical education objective which have successfully operated for a period of at least two years with at least one graduating class in the longest course are eligible to apply. Schools concerned primarily with avocational and general education objectives are ineligible.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Accreditation," 1976.

ACCREDITATION CLASSIFICATIONS: Accreditation: Awarded to schools which evidence substantial compliance with the standards and requirements for accreditation. Maximum term is six years.

Probationary Accreditation: Probation allows an accredited school to upgrade without changing the school's publicly announced status. Does not apply to applicant schools. The probation term may be for three, six, or nine months.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: Denial of accreditation (or denial of continuation of accreditation) is accompanied by a statement of conditions contributing to the Commission's decision. The school may reapply nine months after the decision or, if appealed, nine months after action confirmed by the Appeals Panel. All schools have the right to appeal adverse Commission actions/decisions.

Show Cause: The Commission may require a school to show cause why it should not be removed from the accredited list.

Removal of Accreditation: No school is removed from the accredited list without a visit by a team unless: (1) such a visit is refused by the school; (2) the school does not show sufficient cause when ordered; (3) the school fails to submit required reports; (4) the school fails to pay required fees; (5) a change of ownership is not recognized; (6) the school voluntarily relinquishes accreditation; or (7) the school ceases to train students.

ACCREDITING PROCESS:

(1) A school applying for initial accreditation is required to submit an application for accreditation accompanied by an application fee.

(2) A self-evaluation report, prepared according to the guidelines for self-evaluation, is required of every school reviewed for initial or continuing accreditation.

(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation report. The average team consists of approximately five members and includes at least: (a) A management specialist who is an administrator of an accredited school normally outside the local area and teaching non-competitive subjects; (b) An education specialist familiar with occupation instruction methods and processes; (c) A subject specialist from the industry for which students are being trained and usually from the local area, at least one specialist in each of the major subject areas offered by the school, and (d) A Commission representative who facilitates uniformity of assessment, interprets policy, and gives procedural assistance to the team. Expenses are covered by a standard fee assessed to the school.

(4) A written report which summarizes the team's findings is submitted to the institution and the Commission.

(5) The institution has an opportunity to submit a written response to the written report which summarizes the team's findings.

(6) Notification of the Commission's decision is forwarded to the school approximately three to six months following the team visit.

(7) In the event of an adverse decision by the Commission, the school has the right of appeal according to published appeal policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: Annual reports are required of all accredited schools. The Commission may seek continuing evidence of compliance with standards and may request special reports from some or all accredited schools.

FEES AND DUES: Application fee: $500 payable with the application for accreditation.
Visiting fee: $200 for each team member, plus $60 each succeeding day.
Annual dues: Accredited schools are eligible for NATTS membership. The association (NATTS), as the sponsor of the Accrediting Commission, accepts responsibility for Commission expenses that exceed Commission income. Most of the NATTS operating budget is directed as a subsidy for accrediting expenses; consequently the Accrediting Commission does not assess NATTS members for additional annual sustaining fees to support accrediting activities. A non-member school pays its share of continuing accrediting costs with an annual sustaining fee based on the school's previous fiscal year as follows:

| Gross Tuition | Non-member basic sustaining fee |
|---|---|
| Up to $ 150,000 | $ 187.50 |
| to 250,000 | 375.00 |
| to 500,000 | 562.00 |
| to 750,000 | 750.00 |
| to 1,000,000 | 1,125.00 |
| above 1,000,000 | 1,500.00 |

In addition to the basic sustaining fee, a non-member accredited school pays .0015 of gross annual tuition volume. However, in no event shall a non-member accredited school pay less than $300 nor more than $4,000.

# REGIONAL INSTITUTIONAL ACCREDITING BODIES

## MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

3624 MARKET STREET
PHILADELPHIA, PENNSYLVANIA 19104
TELEPHONE: 215-662-5600

President
    Edward J. Bloustein, President
    Rutgers, The State University of New Jersey
Association Executive Officer
    Cecile G. Betit

The Middle States Association of Colleges and Schools was established in 1887 as the College Association of the Middle States and Maryland.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON HIGHER EDUCATION 215-662-5606
Executive Director
    Robert Kirkwood
Chairperson
    Edward V. Ellis, Vice Chancellor for Academic Affairs
    University of Maryland, Eastern Shore

The Commission on Higher Education was established in 1919 as the Commission on Institutions of Higher Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Secretary of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions in the Middle States region, including New York, Pennsylvania, New Jersey, Maryland, Delaware, District of Columbia, Puerto Rico, American Virgin Islands, Republic of Panama, and a few overseas institutions chartered in the United States.

NUMBER OF ACCREDITED INSTITUTIONS:
490 accredited institutions
11 candidate institutions

MEMBERSHIP: The membership of the Commission on Higher Education reflects the geographical constituency as well as representation from a cross section of institutional types and consists of:
16 members from accredited institutions
3 public members

All members are elected by the membership of the association at the annual December meeting. Membership term is three years with a maximum of two consecutive terms. Officers (chair and vice-chair) may serve maximum terms of nine years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: In addition to meeting the standards for accreditation listed in the Commission's statement on Characteristics of Excellence in Higher Education, and reflecting those characteristics in its operation, an institution applying for candidate status with the Commission must:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award an academic degree.
(2) Have a governing board which includes a membership broadly representative of the public interest.
(3) Devote all, or substantially all, of its gross income to the support of its educational purposes and programs.
(4) Have established an adequate financial base of funding commitments, and have available an externally audited financial statement not more than one year old.
(5) Have employed a chief administrative officer.
(6) Offer, or plan to offer, one or more postsecondary educational programs equivalent to at least one academic year in length, with clearly defined and published objectives and a statement of the means for achieving them.
(7) Require, in addition to study of the areas of specialization proper to its principal educational programs, some work in general education and liberal arts or related areas, either as a prerequisite to or as clearly defined elements in those programs.
(8) Have admissions policies compatible with stated institutional objectives.

ACCREDITATION STANDARDS AND GUIDELINES: "Characteristics of Excellence in Higher Education and Standards for Middle States Accreditation," 1982.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Granted to developing or applying institutions which satisfy eligibility requirements and which present evidence of sound planning, adequate resources to implement planning, and potential for attaining stated goals within a reasonable time; designed for postsecondary institutions which may or may not be fully operative; maximum term is six years.
Initial Accreditation: Awarded to institutions upon completion of candidate status; maximum term is five years.
Accreditation: Reaffirmed for member institutions normally every five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS:

(1) The Commission may, after full deliberation and according to due process, grant or deny any institution's application for candidate status; grant, defer, or deny initial or reaffirmation of accreditation.
(2) The Commission may require a member institution which fails to provide satisfactory evidence of the maintenance of education quality to show cause why its accreditation status should not be revoked.
(3) The Commission's policy statement on appeals of accreditation decisions is available upon request.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.

(2) An evaluation team site visit follows the submission of the self-study. The team consists of approximately seven to nine peers from member institutions appointed by the Commission's staff. The average visit is three days in length. Expenses of the team visit are assumed by the host institution and usually average about $350 per member. In addition, an evaluation fee of $400 is assessed for initial and reaffirmation of accreditation. The initial assessment fee for candidacy is $150.

(3) A written report of the team's visit is submitted simultaneously to the institution and the Commission.

(4) The institution submits a written response to the Commission presenting its response to the team report.

(5) The Commission notifies the institution of the accreditation decision approximately two to four months following the evaluation visit.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: Institutions admitted to candidate status are required to:

(1) File an annual institutional data summary in accordance with guidelines supplied by the Commission office.

(2) File a copy of the annual external financial audit on either October 1 or March 1 of each year.

(3) File a semi-annual interim report with the Commission office on October 1 and March 1 of each year.

(4) Work with a consultant appointed by the Commission.

(5) Undertake a self-study, be evaluated, and receive an accreditation decision from the Commission within six years of admission to candidate status.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.

(2) Submit a periodic review report at regular intervals not exceeding five years.

(3) Submit an annual data summary and such other reports as required by the Commission.

FEES AND DUES: The Commission's financial support comes from two sources: annual dues and fees paid by member and candidate institutions of higher education, and fees and charges for special services. Dues and fees also support the general activities of the association. Each institution's assessment helps to sustain an independent, non-governmental accrediting process encouraging the improvement of higher education and the freedom of institutions to participate in the development of policies and procedures fostering educational excellence.

Member and Candidate institutions are billed for dues and fees on the basis of annual operating budgets (educational and general expenditures and mandatory transfers) as follows:

Annual operating budget up to $4,500,000: minimum annual dues $500.

Annual operating budget between $4,500,000 and $35,500,000: multiply budget figure by .00011 to determine annual dues.

Annual operating budget above $35,500,000: maximum annual dues is $3,900.

## NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES
## COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION

THE SANBORN HOUSE
15 HIGH STREET
WINCHESTER, MASSCAHUSETTS 01890
TELEPHONE: 617-729-6762

Executive Director
    Richard Bradley
President
    Peter K. Gunness, Headmaster
    Buckingham Browne & Nichols School
    Cambridge, Massachusetts 02138
President-elect
    Robert A. Skiff, President
    Champlain College
    Burlington, Vermont 05401

The New England Association of Schools and Colleges was established in 1885 as the New England Association of Colleges and Preparatory Schools. The present title was adopted in 1971.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
Director of Evaluation
    Charles M. Cook
Chair
    William T. Hogan, President
    University of Lowell, Lowell, Massachusetts 01854
Vice Chair
    Mary Ella Feinleib, Dean of Liberal Arts and Jackson College
    Northeastern University, Medford, Massachusetts 02155

The Commission on Institutions of Higher Education was established in 1923 as the Standing Committee on Institutions of Higher Education. The present title was adopted in 1963.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the New England region which includes the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and designated overseas areas.

NUMBER OF ACCREDITED INSTITUTIONS:
197 accredited institutions
2 candidate for accreditation institutions

MEMBERSHIP: The Commission on Institutions of Higher Education is composed of:
14 representatives from accredited institutions
2 public members

Criteria for selection of Commissioners are as follows: Representational: (a) balance among the wide range of accredited institutions served by the Commission, public and private, large and small, liberal arts, church-related, professional, other specialized; (b) balance between faculty and administrators, with allowance for lay representation (a person not employed in an institution of higher education); (c) balance between men and women; (d) representation from the six New England states.
Personal: (a) stature in the profession; (b) interest in the accrediting process; (c) accrediting experience in New England or other regions; (d) time available. Term of membership is three years with re-election for one term being permitted (total of 6 years).

ELIGIBILITY REQUIREMENTS: To be affiliated with the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, as either a candidate or an accredited institution, an institution of higher education must meet the following requirements:

The institution
(1) has formally adopted a statement of mission, which demonstrates that the fundamental purposes of the institution are educational, and which is also appropriate to a degree-granting institution, and appropriate to those needs of society it seeks to serve;
(2) offers one or more educational programs, at least one year in length and consistent with its mission;
(3) has students enrolled in and pursuing its principal educational programs at the time of the Commission's evaluation;
(4) awards the bachelor's, master's, or doctor's degree or, if it grants only the associate's degree, includes programs leading to degrees in liberal arts or general studies;
(5) has, for each of its educational programs, clearly defined and published objectives appropriate to higher education in level, standards, and quality, as well as the means for achieving them, including a designated course of studies acceptable for meeting degree requirements, adequate guidance to degree candidates in the satisfaction of requirements, and adequate grading or evaluating procedures;
(6) in addition to study of the areas of specialization proper to its principal educational programs, requires a coherent and substantive program of liberal studies at the postsecondary level, as either a prerequisite to or a clearly defined element in those programs;
(7) has adopted a statement specifying the potential students it wishes to serve, and admits qualified students to its programs under admission policies consistent with this statement and appropriate to those programs;
(8) awards only degrees appropriate to each graduate's level of attainment;

(9) has available to students and the public a current and accurate catalog or comparable official publication setting forth purposes and objectives, entrance requirements and procedures, rules and regulations for student conduct, programs and courses, degree completion requirements, full-time and part-time faculty and degrees held, costs, refunds, and other items related to attending or withdrawing from the institution;

(10) has a charter and/or other formal authority from the appropriate governmental agency authorizing it to grant all degrees it awards, has the necessary operating authority for each jurisdiction in which it conducts activities, and is operating within its authority;

(11) has a governing board that includes representation reflecting the public interest and that has the authority to carry out the mission of the institution;

(12) has a chief executive officer whose full-time or major responsibility is to the institution and who possesses the requisite authority;

(13) devotes all, or substantially all, of its gross income to the support of its educational purposes and programs;

(14) documents a funding base, financial resources, and plans for financial development adequate to carry out its stated purposes;

(15) has financial records that relate clearly to the institution's educational activities and has these records externally audited on a regular schedule by an independent certified public accountant or a state audit agency;

(16) has graduated at least one class in its principal educational programs before the Commission's evaluation for accredited status. If the institution has graduated its first class not more than one year before the Commission's evaluation, the effective date of accreditation will be the date of graduation of that first class.

ACCREDITATION STANDARDS AND GUIDELINES: "An Accreditation Handbook," 1983.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Awarded, upon recommendation of the Commission to the Association's Executive Committee, to an applying institution which satisfies eligibility requirements and which meets the Commission's Evaluative Criteria for Candidacy. Institutions may hold candidacy status for a maximum of six years.

Initial Accreditation: Awarded, upon recommendation of the Commission to the Association's Executive Committee, to institutions which meet the eligibility requirements and the Standards for Accreditation. Institutions granted initial accreditation must undergo a comprehensive evaluation within five years.

Reaffirmation of Accreditation: Granted following periodic review of the institution's continued compliance with the eligibility requirements as well as the Standards for Accreditation; however, no specific term of accreditation is awarded. Institutions must undergo a review for reaffirmation at least once every ten years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: All adverse actions are taken by the Executive Committee of the Association upon recommendation of the Commission.

Denial of Candidacy Status: An applying institution is denied candidacy when it is found that it does not meet the eligibility requirements and/or the Evaluative Criteria for Candidacy.

Termination of Candidacy Status: An institution's candidacy status is terminated when it is found that it no longer meets the eligibility requirements and/or the Evaluative Criteria for Candidacy.

Denial of Initial Accreditation: An institution is denied initial accreditation when it is found that it does not meet the eligibility requirements and/or the Standards for Accreditation. Institutions denied accreditation which continue to meet the requirements for candidacy are continued in that status. Those institutions denied initial accreditation which also do not satisfy the conditions for candidacy, are severed in their affiliation with the Association and if they desire to renew their status, must seek affiliation as a newly applying institution.

Probation Status: An institution is placed on probation when it is found that it is in direct and immediate danger of losing its accreditation because of conditions that threaten its ability to comply with the eligibility requirements and/or the Standards for Accreditation.

Termination of Accreditation: The accredited status of an institution is terminated when it is found that it does not conform to the eligibility requirements and/or the Standards for Accreditation. Should affiliation subsequently be sought, it must be done as a newly applying institution.

THE ACCREDITING PROCESS:

(1) An institutional self-study is an integral requirement of every institution applying for initial or continuing accreditation.

(2) A visiting committee makes an on-site evaluation of the institution following the submission of the self-study report. The size of the committee depends upon the nature and complexity of the institution, but the average committee usually consists of approximately seven members. The membership of the committee always includes persons competent in at least the main cluster of programs and major functional areas. A normal visit is three days in length. Expenses usually average about $250 per committee member and are billed directly to the host institution.

(3) An initial draft of the visiting committee's report is forwarded to the president of the institution who is allowed a brief interval to respond, identifying errors of factual accuracy and/or interpretation.

(4) The final report and a separate communication containing the recommendation of the committee on accreditation status are forwarded to the Commission.

(5) A copy of the final report is forwarded by the Director of Evaluation to the president with a request for a review of its contents and any comments which should be brought to the attention of the Commission.

(6) The Commission receives the report and institutional response and arrives at a decision on the accreditation status of the institution.

(7) Information concerning the Commission's recommendation is reported to the institution usually within two weeks of the Commission meeting.

(8) The final decision on accreditation of the institution is rendered by majority vote of the Executive Committee of the Association.

(9) Review or appeal of a negative decision by the Commission or Executive Committee is governed by the due process statement currently in effect.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions are required to submit annual statistical reports and such reports as may be specified by the Commission. Institutions are not accredited for specified terms. Once granted, accreditation is a continuous status which is periodically reviewed and terminated only for cause and then with scrupulous regard for due process.

FEES AND DUES: Annual dues are based upon full-time equivalent enrollment, according to the following schedule:

| Enrollment | *Dues |
|---|---|
| 0 - 399 | $ 1,298 |
| 400 - 999 | 1,654 |
| 1,000 - 1,999 | 2,008 |
| 2,000 - 3,999 | 2,361 |
| 4,000 - 5,999 | 2,714 |
| 6,000 - 7,999 | 3,069 |
| 8,000 - 9,999 | 3,422 |
| 10,000 + | 3,776 |

Candidate fees, application for candidacy fees, and evaluation fees are also based upon the full-time equivalent enrollment of the institution.

*Effective October 1, 1986.

## NEW ENGLAND ASSOCIATION OF SCHOOL AND COLLEGES
## COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS

THE SANBORN HOUSE
15 HIGH STREET
WINCHESTER, MASSACHUSETTS 01890

Executive Director
    Richard J. Bradley
President (through 1986 Annual Meeting)
    Peter K. Gunness, Headmaster
    Buckingham Browne and Nichols School
    Cambridge, Massachusetts

The Commission was established in 1970 with its present title adopted on December 7, 1975.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON VOCATIONAL, TECHNICAL, CAREER INSTITUTIONS
Director of Evaluation
    Daniel Maloney
Chairman (through 1986 Annual Meeting)
    Francis E. Woods, Director
    Platt Regional Vocational Technical School
    Milford, Connecticut

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants initial accreditation and pre-accredited status to specialized public, private, non-profit and proprietary one or two year colleges or institutes which offer programs at the certificate/diploma and/or associate degree levels. Geographic scope extends throughout the New England region to include the states of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont.

NUMBER OF ACCREDITED INSTITUTIONS:

| | |
|---|---|
| 40 | postsecondary |
| 8 | postsecondary, candidates for accreditation |
| 61 | secondary |
| 3 | secondary, candidates for accreditation |
| 112 | TOTAL |

MEMBERSHIP: The Commission consists of 14 representatives from New England member institutions and two public representatives. Membership term is three years with two consecutive term restriction. Criteria for selection of Commission members: (a) administrators of individual member institutions; (b) teaching personnel from member institutions; (c) two public representatives (not educators); (d) at least one member from each of the six New England states and representatives of all levels of education within the purview of its Commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible as a candidate for accreditation, an institution must:

(1) Have a license or charter from the appropriate governmental agency to operate and award a certificate, diploma, or associate degree.

(2) Have a governing board which includes representation reflecting the public interest and which has the authority to carry out the mission of the institution.

(3) Have employed a chief administrative officer.

(4) Have learning resources appropriate to the state objectives of the institution and adequate to support programs offered.

(5) Have a basic plan for the development of the institution.

(6) Have admission and enrollment policies compatible with its stated objectives.

(7) Have established an adequate financial base of funding com- mitments and have available a copy of its current budget and a copy of its current audited financial statement prepared by a certified public accountant who has no other relationship with the institution.

(8) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment.

(9) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and ob- jectives, entrance requirements and procedures, rules and regulations for conduct, programs and courses, program completion requirements, costs, and other items relative to attending or withdrawing from the institution.

(10) Offer one or more educational programs of at least one academic year in length or the equivalent at the postsecondary level with clearly defined and published educational objectives appropriate to postsecondary education in level, quality and standards, as well as a clear statement of its means for achieving them.

(11) Include general education, when appropriate, at the post- secondary level as a prerequisite to or an essential element in its principal educational programs.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards of Membership for Specialized Institutions of Higher Education Awarding an Associate Degree at the Technical or Career Level," December, 1986.
"Standards of Membership for Specialized Career Institutions Awarding a Certificate or Diploma at the Postsecondary Level," December 1986.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Awarded to deserving and developing institutions which satisfy eligibility requirements and give evidence that in fact or in plan the institution has the potential to move towards accreditation in a reasonable period of time. Maximum term of candidate status is six years.
Initial Accreditation: Awarded to institutions upon completion of candidate status. The Association no longer establishes or publishes specific terms of accreditation.

Continued Accreditation: Awarded to member institutions for unspecified periods of time, but the Commission continues to monitor compliance with "Standards of Membership" through Special Progress Reports and/or on-site Focused visits. All institutions undergo a comprehensive review at least once every ten years and at least one Focused visit within the decennial cycle.

ADVERSE ACCREDITING ACTIONS/DECISIONS: When measured against the "Standards of Membership" an institution may, in the opinion of the Commission and the Executive Committee, be found wanting in one or more areas. The gravity of the situation will determine whether or not in the judgment of the Commission an adverse action should be taken. Prior to an adverse action the institution may be asked to show cause on or before a specified date why the Commission should not make a recommendation to the Executive Committee of the Association that is adverse to the institution (i.e., denial of candidacy for accreditation, denial of membership, denial of renewal of membership, denial of continuation of membership, or placement of the institution on probation). A show cause vote does not affect candidate or accredited status and does not by itself constitute an adverse action.
Adverse actions include:

(1) Probation: When a candidate or accredited institution fails to respond appropriately or show cause to the Commission why it should not be placed on probation, the Commission will then submit a recommendation to the Executive Committee of the Association that the institution be placed on probation. Probation does not affect the candidate or accredited status of the institution.

(2) Revocation of Candidacy or Termination of Accreditation: When in the judgment of a Commission an institution has not responded appropriately to those issues identified during a probationary period, its candidacy or accreditation may be revoked upon recommendation by the Commission and a vote by the Executive Committee. In such a case the institution must complete again the entire accreditation or pre-accredited process to qualify for either candidacy or accreditation.

(3) Denial of intial accreditation: When an institution fails to meet the "Standards of Membership." The Commission will recommend to the Executive Committee of the Association that accreditation be denied.

THE ACCREDITATION PROCESS:

(1) Typically, an institution without status in the Association must apply for candidate for accreditation status prior to seeking initial accreditation.

(2) Upon Commission acceptance of the application for candidate status, an institution must then conduct a self-study and host an investigator reporter-team (consisting of at least three evaluators) which will review the institution and its operations on the basis of the Commission's Conditions of Eligibility and the Standards of Membership."

(3) Within a six year period an institution may apply for accredited status. An application must be submitted to the Association office.

(4) An Association staff member will visit the institution, review progress realized during the candidate stage, and report to the Commission.

(5) *The Commission acts to accept or not to accept the application.*

(6) The institution commences its self-study and an evaluation team is nominated to serve as the on-site team.

(7) The visiting team spends at least three days on campus with the institution responsible for all expenses incurred.

(8) The initial draft of the Evaluation Report is forwarded to the president or director of the institution evaluated who will have the opportunity to identify errors of factual accuracy and/or misinterpretation.

(9) A separate report, Strengths and Areas of Concern, is also completed in first draft form and forwarded to the president or director of the institution who will again have an opportunity to identify errors of factual accuracy and/or interpretation.

(10) The final printing of both the Evaluation Report and the Strengths and Areas of Concern document are forwarded to the chief administrative officer of the institution with a formal request that both Reports be again reviewed for factual accuracy prior to Commission deliberations.

(11) A separate single copy communication is addressed to the Commission with a visiting committee recommendation concerning accredited status.

(12) The Commission reviews both Visiting Committee Reports, the confidential visiting team recommendation for accredited status, the institutional self-study and any response to factual and interpretive accuracy.

(13) The Commission interviews the visiting committee chairman for interpretation and guidance in its decisions.

(14) The Commission make a decision concerning its recommendation to the Executive Committee.

(15) The Commission notifies the institution of its recommendation the first office working day subsequent to the Commission decision.

(16) The final decision on initial accreditation of the institution is rendered by a majority vote of the Executive Committee of the Association.

(17) A formal letter of notification is forwarded identifying commission deliberations in arriving at its recommendation to deny or grant accreditation.

(18) Review or appeal of a negative decision by the Commission or Executive Committe may be submitted according to established policies and procedures.

(19) All decisions on continued accreditation (with the exception of those that are adverse to the affected institution) are rendered by the Commission and do not require Executive Committee affirmation. Adverse accrediting decisions involve a Commission recommendation to the Executive Committee for a final vote.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS:

(1) All institutions are required to submit annual statistical reports and such Progress Reports as may be specified by the Commission.

(2) Accredited institutions are required to submit Special Progress Reports and Interim Five Year Progress Reports in compliance with the Commission's monitoring process.

DUES AND FEES SCHEDULE (as of October 1, 1986):

| Enrollment | Dues |
|---|---|
| 1 - 299 | $1249.00 |
| 300 - 599 | 1356.00 |
| 600 - 899 | 1465.00 |
| 900 - 1,199 | 1573.00 |
| 1,200 and over | 1681.00 |

## NORTH CENTRAL ASSOCIATION
## OF COLLEGES AND SCHOOLS

159 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60601
TELEPHONE: 312-263-0456

P.O. BOX 18
BOULDER, COLORADO 80306
TELEPHONE: 303-497-0261

President
    Sr. Mary Ann Eckhoff
    Superintendent of Schools, Archdiocese of St. Louis

The North Central Association of Colleges and Schools was established in 1895 as the North Central States Association of Colleges and Secondary Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON INSTITUTIONS OF HIGHER EDUCATION
Director
    Thurston E. Manning
Chairperson
    James Ballowe
    Dean of Communications and Fine Arts
    Bradley University

The Commission on Institutions of Higher Education was established in 1910 as the Commission on Accreditation of Schools and Colleges. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to eligible postsecondary institutions in Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming.

NUMBER OF ACCREDITED INSTITUTIONS: 914

MEMBERSHIP: The Commission on Institutions of Higher Education consists of 15 persons. The Commission is composed of:

12 members from accredited institutions;
3 public members;
15 TOTAL

All members are appointed by an appointments committee. Term of membership is five years.

GENERAL INSTITUTIONAL REQUIREMENTS: To be considered by the Commission for accreditation, an institution:

(1) Has formally adopted a statement of mission appropriate to a postsecondary institution;

(2) Offers one or more educational programs (or curricula) consistent with that mission, including general education at the postsecondary level as an element of, or a prerequisite to, the principal programs(s);

(3) Has adopted a statement specifying the potential students it wishes to serve and admits students to its programs under admission policies compatible with this statement and appropriate to its programs;

(4) Enrolls students in at least one postsecondary educational program normally requiring at least one academic year (or the equivalent) for completion, and has students actually pursuing such a program at the time of the Commission's evaluation;

(5) Awards to each person successfully completing an educational program a certificate, diploma, or degree appropriately describing the demonstrated attainment of the graduate;

(6) Has a charter and/or other formal authority from an appropriate governmental agency authorizing it to award any certificate, diploma, or degree it awards;

(7) Has all the necessary operating authorities in each jurisdication in which it conducts activities;

(8) Has formally designated a chief executive officer, or has formally organized and staffed a chief executive officer;

(9) Has a governing board that includes representation reflecting the public interest;

(10) Documents a funding base, financial resources, and plans for financial development adequate to carry out its stated purposes;

(11) Has its financial statements externally audited on a regular schedule by a certified public accountant or state audit agency. The institution makes available to the public and the Commission on request the most recently audited financial statements (or a fair summary) including the auditor's opinion;

(12) Makes freely available to all interested persons (and especially its present and prospective students) accurate, fair, and substantially complete descriptions of its programs, activities, and procedures; and

(13) Will have graduated at least one class in its principal programs before the Commissioner's evaluation for accredited status. If the institution has graduated its first class not more than one year before the Commissioner's evaluation, the effective date of accreditation will be the date of graduation of that first class.

ACCREDITATION STANDARDS AND GUIDELINES: "A Handbook of Accreditation, 1984."

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for accreditation is a status of affiliation with the Commission which indicates that an institution is progressing toward accreditation. Attainment of this affiliate status does not automatically assure accreditation. Maximum term is six years.

Accreditation: Accreditation is a status granted by the Commission which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. This status is not awarded for a fixed term but indicates a continuing relationship between an institution and the Commission which can be changed at any time by action of either party.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Possible adverse actions for institutions undergoing periodic or early evaluation are:

(1) Deny accreditation or candidate for accreditation status.
(2) Drop the institution from the accredited or candidate for accreditation list.

THE ACCREDITING PROCESS:

(1) An institution must conduct a self-study and provide a report of the study.
(2) An evaluation team makes a site visit to the institution, using the self-study report as primary information about the institution. Team size averages five persons; length of visit averages three days. Both team size and visit are adjusted to meet the requirements of individual institutions. Team composition is determined by Commission staff following consultation with the institution; the background and experience of team members varies with the types of institution being evaluated. In most cases the institution pays a fixed fee determined by team size and visit length; some complex visits are charged on the basis of actual costs plus administrative overhead. Institutions do not pay team members expenses directly.
(3) A draft team report, including the team's preliminary accreditation recommendation, is prepared by the chair of the team and sent to the chief executive officer of the institution, the team members and Commission staff for their comments and correction of factual material. (The preliminary recommendation may also be given in the exit interview closing the site visit.)
(4) A final team report, including the team's final accreditation recommendation, is sent to the Commission staff and by the staff to the chief executive officer of the institution.
(5) The chief executive officer of the institution is invited to provide a written response to the team report, sending it to the team chair and the Commission staff.
(6) Except in certain cases (see #7 below), the institution self-study document, team report and institution response are sent for independent evaluation to three Commissioners-at-large chosen as Readers. If at least two of the Readers rule that the team recommendation should be considered directly by the Commission, the recommendation passes to the Commission, which may either adopt the team recommendation or request consideration by a Review Committee.
(7) A team recommendation is considered by a Review Committee if the institution requests, or if the team recommendation is for (a) probation; (b) initial candidacy; (c) initial accreditation; (d) at least two Readers request such consideration; (e) the Commission requests such consideration. A Review Committee comprises at least seven persons, a majority of whom have been appointed Commissioners-at-large.

(8) Each member of a Review Committee receives in advance the self-study document, the team report and the instituional response; one member is appointed as a reader to identify issues for consideration. The chief executive officer of the institution and the team chair (or other team representatives) meet together with the Review Committee to discuss issues identified in the self-study and team report and to review the team's accreditation recommendation.

(9) Following the discussion the Review Committee arrives at its recommendation, giving reasons if it differs from that of the team. The Review Committee recommendation is sent to the institution and to the team chair, who are invited to provide written responses to the Commission.

(10) The Commission reviews the recommendations of the team and Review Committee and reaches its accreditation decision.

(11) Written notification of the Commission action is sent to the institution and team; reasons are given for an adverse action.

(12) An adverse action of the Commission may be appealed to an external appeal committee established under Association bylaw provisions.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: An institution is required to submit an annual statistical report and such other reports as may be specified by the commission.

FEES AND DUES:

A. Team visit to institutions:
Fixed fee visits: 1 day-650N + $550; 2 days 800N + $550; 3 days $950N + $550; etc. (where N = number of persons per team).

Cost-plus visit: direct cost of visit + 10 percent.

General Criteria for determining team size for comprehensive evaluations

| Highest degree level offered | |
|---|---|
| Certificate & Associate (FTE = 1-1,999) | 4 team members |
| Certificate & Associate (FTE = 2,000-more) | 5 team members |
| Bachelor's (FTE = 1-1,999) | 4 team members |
| Bachelor's (FTE = 2,000-more) | 5 team members |
| Master's and Specialist | 5 team members |
| Doctoral | 8 team members |

B. Pre-visits: $650 for first day, $150 for each succeeding consecutive day of same visit.

C. Generalists to accompany program accreditation teams: $650 for first day, $150 for each succeeding consecutive day of same visit.

D. Annual dues: Based on full-time equivalent enrollment of institution in academic year preceding date of billing: 0-499, $370; 500-1,999, $695; 2,000-4,999, $1,025; 5,000-9,999, $1,350; 10,000 and over, $1,675.

## NORTHWEST ASSOCIATION OF SCHOOLS AND COLLEGES

3700-B UNIVERSITY WAY, N.E.
SEATTLE, WASHINGTON 98105
TELEPHONE: 206-543-0195

Executive Secretary-Treasurer
James F. Bemis

President (1986)
Charles J. Flora
Professor of Biology, Western Washington University
Bellingham, Washington 98225

The Northwest Association of Schools and Colleges was established in 1917 as the Northwest Association of Secondary and Higher Schools.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON COLLEGES
Executive Director
James F. Bemis
Chairperson (1988)
Francis J. Kerins
President, Carroll College, Helena, Montana 59625

The Commission on Colleges was established in 1923 as the Commission on Higher Schools.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting colleges and universities and non-degree granting postsecondary vocational-technical institutions in the Northwest region which includes Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

NUMBER OF ACCREDITED INSTITUTIONS:

152 accredited institutions (July 1986)
7 candidate institutions (July 1986)

MEMBERSHIP: The Commission on Colleges consists of:

10 persons representing institutions that grant the baccalaureate and/or higher degrees with consideration for diversity of institutions and regional distribution
8 persons representing institutions that grant less than the baccalaureate degree with consideration for diversity of institutions and regional distribution
3 persons representing the general public

| | |
|---|---|
| 2 | persons representing institutions of an adjoining region or regions |
| 1 | person as chairman who is second vice president of the association |
| 1 | person as executive director who is ex-officio |
| 25 | TOTAL |

All members are elected by the membership of the association at the annual December meeting except the executive director who is appointed by the Commission.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The Commission on Colleges, in keeping with the eligibility requirements, accepts applications from postsecondary institutions that are concerned predominantly with higher education. The Commission recognizes that while a variety of institutions may seek to be accredited, those that are eligible for application will have characteristics commonly associated with institutions of higher education. These essential characteristics of a multi-purpose institution are specified in the eligibility requirements which are described subsequently.

Eligible institutions may properly offer programs which the Commission would not define as higher learning (introductory courses in subjects which some student may have missed in high school and courses and certificate programs specifically constructed for non-degree-seeking students), but these are offered in addition to the courses and programs relevant to their primary mission.

The resources and monitoring procedures of the Commission are such that it cannot be responsible for validating to the public the ongoing credibility of an educational institution which lacks the resources, organizational arrangements, academic standards and processes necessary to give assurance of continuous self-monitoring and the continued stability of its purposes, its programs, its faculty and staff, and its financial and physical resources for a minimum of five years. Unless an institution of higher education clearly exhibits such characteristics, the Commission is unable to express confidence in the institution through recognition as a Candidate for Accreditation or as an accredited member.

Because the purpose of the Northwest Association is to accredit whole institutions rather than programs, the Commission on Colleges does not accept applications from free-standing institutions, public or private, whose sole purpose is highly specialized professional or vocational instruction.

Necessarily, judgments will have to be made by the Commission, without prejudice to the applicant institution otherwise, as to whether an institution's programs are sufficiently broad and comprehensive to be appropriate to the scope of the Commission.

The principal programs of eligible institutions will be degree related, or two-year certificate programs if degrees are not offered, and will be built upon knowledge and competencies normally obtained by students through a completed high school program. Such programs will be based on verifiable knowledge which has been subjected to examination by competent academic persons and by established practitioners of the arts, sciences, crafts, and professions. Diversity in course and degree requirements is expected among member institutions, but the view of what constitutes academic work held by an applicant institution must be sufficiently congruent with that of the broad academic community which the Commission represents for it to be understood, respected and evaluated by representatives from that community.

The Commission on Colleges of the Northwest Association evaluates and accredits institutions of higher education rather than specific programs. The characteristics of an institution and the conditions required by the Commission for consideration as a Candidate for Accreditation, for initial accreditation, and for continued membership follow below. Another section of the Handbook contains eleven detailed standards by which quality, accreditation and candidacy are evaluated. These should not be confused with the following essential institutional eligibility requirements:

(1) It has formal authority from the appropriate governmental agency to grant degrees. If the institution is located in a state which has only minimal requirements for chartering but also a higher level of authorization to operate and grant degrees, this higher level is required.

(2) It has a governing board which has the authority to carry out the mission of the institution. The board has at least five voting members, a majority of whom have no contractual, employment, or personal financial interest in the institution.

(3) Although it is understood that an educational institution would be in reasonable harmony with its founding and sustaining organizations, a high degree of intellectual independence of its faculties and students is expected. An institution owned by or related to an outside agency, such as a church, a business organization, or a labor union, should ensure that it maintains an atmosphere in which intellectual freedom and independence exist.

(4) It has a chief executive officer whose full-time or major responsibility is to the institution.

(5) It has a statement of mission and objectives adopted by the administration and governing board which demonstrates that its purposes are appropriate to higher education.

(6) It serves the interests of its students rather than those of its owners or its board or its faculty and staff. It devotes all, or substantially all, of its gross income to support its mission and educational objectives.

(7) It is so organized that faculty, students, administrators, and board members are involved in the formulation of institutional policies.

(8) Its principal programs lead to formal degrees, or two-year certificates if the institution does not grant degrees, entitled so as to be understandable within the larger educational community.

(9) The majority of its programs normally require at least two academic years for completion. Its baccalaureate or higher degree programs require at least one academic year of credits earned in enrollment at the institution. Associate degree programs, and two-year certificates if the institution does not award degrees, require at least a majority of one academic year of credits earned in enrollment at the institution.

(10) All of its undergraduate degree and two-year certificate programs require a substantial and coherent program of general education: bachelors and advanced degree programs also require a planned program of specialization.

(11) Educational objectives, and the means for achieving them, which are appropriate to higher education in level, quality and standards, have been clearly defined and published for each of its programs.

(12) The majority of its courses require an appropriate foundation of learning skills taught in a preparatory program of a high school. They examine the conceptual foundations of the subject matter as well as the information growing out of these foundations and require students to do independent work, to analyze what they learn, to deal with the abstract as well as the concrete. They foster the ability to make distinctions among ethical, intellectual, social and perhaps* religious values, and they encourage the pursuit of lifelong learning. *(It is appropriate for an institution to include distinctions among religious values in accordance with its mission and sponsorship. Refer to the policy statement on Institutional Integrity, pages 83-84, Accreditation Handbook, 1982 Edition.)

(13) Its faculty and students are free to examine and to test all knowledge appropriate to their disciplines as judged by the academic community in general.

(14) It has a faculty adequate for the educational level offered, including a full-time core faculty representing every discipline in which it offers major work.

(15) It provides a locus or environment in which the learning experience can be enriched through faculty and student discussions.

(16) It has at least a core library and learning resources appropriate to its mission, and it provides access to specialized library and learning resources needed for independent work in the fields and at the levels represented by its offerings. If it depends in part on other institutions for specialized library and learning resources, it can demonstrate that they are adequate, easily accessible, and used.

(17) It follows humane and *nondiscriminatory policies in dealing with students, staff, and faculty. *(The Commission will not serve as a social agency to monitor and enforce state or federal laws to which postsecondary educational institutions are subject.)

(18) It has adopted a student admission policy specifying the characteristics and qualifications appropriate for its programs, and it adheres to that policy in its admission practices.

(19) It has a current and accurate catalog and other appropriate official publications available to students and the public setting forth the following: mission and objectives, admission requirements and procedures; rules and regulations for conduct; academic regulations; degree completion requirements; programs and courses with specific indications of when they are offered; tuition, fees and other costs; refund policies, and other items relative to attending the institution or withdrawing from it.

(20) It can document a funding base, financial resources, and plans for financial development adequate to carry out its stated mission and objectives within a balanced budget and a safe level of debt.

(21) Its financial records are externally audited annually by a certified public accountant or a state audit agency. The audit must include an opinion on the financial statement.

(22) It has completed at least one year of its principal educational programs and has students actively pursuing these programs at the time of the Commission evaluation.

(23) It accepts the policies and standards of the Commission on Colleges and the Northwest Association and agrees to comply with these standards and policies as currently stated or as modified in accordance with due process.

(24) It discloses to the Commission on Colleges any and all such information as the Commission may require to carry out its evaluation and accreditation function.

(25) It understands and agrees that the Commission on Colleges may, at its discretion, make known to any agency or members of the public that may request such information the nature of any action, positive or negative, regarding its status with the Commission.* *(The Commission treats institutional self-studies and evaluation committee reports as confidential. The institution may choose to release the documents.)

ACCREDITING STANDARDS AND GUIDELINES: "Manual of Standards and Guide for Self-Study" in Accreditation Handbook, 1984.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for accreditation is an affiliated, non-accredited relationship with the Commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of the affiliate status does not assure accreditation. Maximum term is six years.
Initial Accreditation: Awarded to institutions upon satisfactory completion of candidate status. New members are not accredited for a specific number of years. Normally, a new member is to conduct a self-study and be re-evaluated by a full committee during the fifth year.
Accreditation: Accreditation means that a postsecondary institution's own goals are soundly conceived, that its educational programs have been intelligently devised, that its purposes are being accomplished, and that the institution is so organized, staffed, and supported that it should continue to merit such confidence. Continuing members are not accredited for a definite number of years. Every institution is to conduct a self-study and be visited by a full evaluation committee at least every ten years; every five years each institution is to prepare an interim report and be visited by one or more representatives of the commission.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The Commission may, after full deliberation and according to due process, defer or deny an institution's application for candidate, initial, or continuing accreditation. If the Commission believes that it must do so, it may recommend revocation of membership to the delegate assembly of the association. This course of action is taken only after the institution has been given an opportunity to show cause why its accreditation should not be revoked. Procedures for filing appeals of accreditation decisions are detailed in the Accreditation Handbook.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution applying for initial or full acreditation.

(2) An evaluation team site visit follows the submission of the self-study. The average team consists of twelve peers from accredited institutions and appropriate agencies appointed by the commission staff. The average visit is three days in length. Institutions in states other than Alaska pay an evaluation fee of $600 per evaluation which covers the main campus and local off-campus operations. If the evaluation includes visits to distant off-campus locations, the institution is charged for the additional costs. Institutions in Alaska are charged the actual costs of the evaluation plus 15 percent for Commission expenses. The fee covers the costs of a preliminary visit, travel, board, and lodging of the committee members, and the costs of preparing and mailing the report of the evaluation following the visit.

(3) A written report of the team's visit is submitted to the host institution prior to consideration by the commission.

(4) The host institution is provided an opportunity to make a written response to the team's report and also to send representatives to the meeting of the Commission at which the report is considered.

(5) The host institution is notified by mail of the accreditation decision within a week after action by the Commission is taken. The Commission normally meets in June and December.

PROCEDURES REQUIRED OF CANDIDATE INSTITUTIONS: The institution recognized as a candidate for accreditation must agree to:

(1) Use the prescribed official definition of candidate for accreditation in all official publications and correspondence.

(2) Secure advance approval of the Commission for program, degree, and geographic location changes from those in effect when candidacy was granted.

(3) File an annual report by March 1 with the executive director of the Commission.

(4) Submit a two-year progress report in advance of the two-year visit.

(5) Have an on-site visit by representatives of the Commission at least every two years.

(6) Apply for accreditation only after consultation with the Commission.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Member institutions are required to:

(1) Participate in a periodic review for reaffirmation of accreditation status including an institutional self-study and evaluation team visit at regular intervals not exceeding ten years.

(2) Submit a periodic review report at regular intervals not exceeding five years.

(3) Submit an annual data summary and such other reports as required by the Commission.

ANNUAL DUES: Annual dues support the general activities of the Commission, and one-half of the expenses of the association.

Dues are based on annual operating budgets (exclusive of separate medical school and hospital budgets) as reported to HEGIS for the previous year according to the following schedule:

| Operating Budget | Annual Dues |
|---|---|
| Under $2.5M | $ 600 |
| 2.5 - 4 | 750 |
| 4 - 6 | 900 |
| 6 - 8 | 1,100 |
| 8 - 10 | 1,300 |
| 10 - 12 | 1,500 |
| 12 - 14 | 1,700 |
| 14 - 16 | 1,900 |
| 16 - 18 | 2,100 |
| 18 - 20 | 2,300 |
| 20 - 22 | 2,500 |
| 22 - 24 | 2,700 |
| 24 - 30 | 2,900 |
| 30 - 42 | 3,100 |
| 42 - 66 | 3,300 |
| 66 - 114 | 3,500 |
| 114 - 210 | 3,700 |
| over - 210 | 3,900 |

# SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS, COMMISSION ON COLLEGES

795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30365
TELEPHONE: 404-897-6126

Director of the Association
    Bob E. Childers
President of Association
    James W. Selman, Coordinator
    Extension & Public Service
    Center for Vocational & Adult Education
    Donahue & Thach
    Auburn University, Alabama 36849

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present title was adopted in 1961.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON COLLEGES
Executive Director
    James T. Rogers
Chairman
    Thomas G. Carpenter, President, Memphis State University,
    Memphis, Tennessee

The Commission on Colleges was established in 1917 as the Commission on Institutions of Higher Education. The present title was adopted in 1961.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible degree-granting institutions in the Southern region which includes states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia; also accredits eligible institutions in Latin America and other areas.

NUMBER OF ACCREDITED INSTITUTIONS: 751

MEMBERSHIP: The Commission on Colleges shall consist of 66 members as follows: two persons from each state connected with a member institution at Levels II-IV; one person from each state connected with member institutions at Level I; one person connected with a member Elementary or Secondary School from each state; five persons from the region representing the lay public with representation rotating among the states in alphabetical order; 17 persons elected at large from member institutions, with eight being connected with Level I institutions and nine connected with institutons at Levels II-IV.

ELECTIONS: Members of the Commission on Colleges shall be elected for terms of three years by a majority vote of the members of the College Delegate Assembly present and voting at the Annual Business Session after nomination by the nominating committee of the Commission on Colleges. The terms of one-third of the members of the Commission shall expire each year and members, with the exception of lay members, shall after two successive terms be ineligible to succeed themselves for a period of three years. Lay members shall serve only one term of three years and are not eligible to succeed themselves for a period of three years. Not more than one member of the Commission shall be connected with the same institution.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for accreditation, the applicant institution must be a postsecondary educational institution with the following characteristics:

(1) The institution has attested in writing to its commitment to an intent to comply with the Criteria of the College Delegate Assembly, either current or as may hereafter be modified consistent with the policies and procedures of the Commission on Colleges.
As a necessary condition of the Commission's acceptance of an institution's application for any status of recognition with the Commission on Colleges, the applying institution must also attest in writing to its understanding and agreement that the Commission on Colleges may, at its discretion, make known to any agency or member of the public that may request such information the nature of any action, positive or negative, regarding status with the Commission. Further, the Commission shall be held harmless in furnishing such information regarding actions taken in accordance with its published procedures, policies, and standards.
The institution agrees to disclose to the Commission on Colleges any and all such information as the Commission may require to carry out its evaluating and accrediting function.

(2) The institution, in order to award a degree, has a charter and/or formal authority to award a degree from an appropriate governmental agency or agencies located within the geographic jurisdiction of the Southern Association of Colleges and Schools. In addition, the institution must also have appropriate authority to award any certificates or diplomas it may offer.

(3) The institution has a governing board of which a majority of its voting membership is representative of the general public interest and is without any contractual, employment, or personal financial interest in the institution.

(4) The institution has a chief executive officer.

(5) The institution is in operation and will have enrolled students in degree programs at the time of the Candidate Committee visit.

(6) The institution offers one or more degree programs of at least one academic year in length, or the equivalent, at the postsecondary level.

(7) The institution has a clearly defined and published statement of purpose.

(8) The institution has demonstrated that it has the means for achieving its published purpose.

(9) All undergraduate degree programs of the institution include a substantial component of liberal arts or general education courses at the postsecondary level. For degree completion in associate programs, the component must constitute a minimum of 15 semester hours or the equivalent quarter hours and for baccalaureate programs a minimum of 30 semester hours or the equivalent quarter hours. The credit hours may be either a prerequisite or an essential element of those programs and are to be drawn from each of the following areas: the humanities or fine arts, the social or behavioral sciences, and the natural sciences or mathematics. The courses must not be narrowly focused on those skills, techniques, and procedures peculiar to a particular occupation or profession. Faculty members teaching liberal arts or general education courses must have completed at least 18 graduate semester hours in their teaching field and hold the master's degree.

(10) In each curricular area of the institution in which a major or degree program is offered, there is at least one full-time faculty member with appropriate credentials as defined by the Criteria.

(11) The institution has developed a master plan which addresses its future physical and educational growth.

(12) The institution has published admission policies compatible with its stated purpose.

(13) The institution owns an adequate collection of learning resources appropriate to the courses, programs, and degrees offered.

(14) The institution has established an adequate financial base and has available a summary of its latest audited financial statement.

(15) The institution has candidate status (if applying for membership).

(16) The institution has been in operation- i.e., has enrolled students on a continuous basis in degree programs- through at least one complete degree program cycle and has graduated at least one class at the level of the highest degree offered.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria for Accreditation, 1986

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for accreditation is an affiliated, nonaccredited relationship with the commission. Candidacy indicates that an institution is progressing toward accreditation. Attainment of candidate status does not assure accreditation. Maximum term is six years.
Accreditation: Accreditation is a status which indicates that an institution is offering its students on a satisfactory level the educational opportunities implied by its objectives. Maximum term for initial accreditation is five years and ten years thereafter.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Probation: Probation is a published status in which an institution is held to be in non-compliance with the Criteria for Accreditation of the College Delegate Assembly.
Denial of reaffirmation, candidacy, and membership. Loss of membership.

THE ACCREDITING PROCESS:

(1) An institutional self-study is required of every institution seeking re-affirmation.

(2) A Visiting Committee is scheduled to visit the institution following completion of the institutional self-study. The average committee consists of approximately nine members, appointed by the commission staff. The visit is three days in length. Expenses for the visit average about $600 per committee member and are billed directly to the host institution.

(3) The Visiting Committee report is sent to the executive director of the Commission and to the chief executive officer of the institution.

(4) The chief executive officer of the institution is invited to review the report and to submit a written response to the recommendations contained in the report. An institution applying for initial accreditation is invited to send representatives for an interview with the Committee on Standards and Reports. An institution applying for re-affirmation of accreditation may be invited to send representatives for an interview with the Committee on Standards and Reports.

(5) The Committee on Standards and Reports makes recommendations on initial accreditation and reaffirmation of accreditation to the Executive Council of the Commission.

(6) The Executive Council makes recommendations to the Commission, which takes final action.

(7) Notification of the accreditation decision is forwarded to the host institution approximately nine months following the committee visit.

(8) The institution may appeal an adverse decision according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: Annual reports on enrollments and, as necessary, special reports on specific areas are requested of all institutions.

Following completion of the self-study and committee visit, an institution is requested to report each year on the implementation of the Visiting Committee's recommendations until the Commission determines that further such reports are unnecessary.

Five years after the reaffirmation of accreditation, an institution must submit an interim report describing recent developments, new programs, and plans for the future.

FEES AND DUES: Fees and dues are charged according to the following schedule:

| Institutional Enrollment | Annual Fee |
|---|---|
| 1-499 | 1,044 |
| 500-999 | 1,392 |
| 1,000-1,499 | 1,740 |
| 1,500-2,999 | 2,088 |
| 3,000-9,999 | 2,436 |
| 10,000-19,999 | 2,784 |
| 20,000-and up | 3,132 |

## SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
## COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS

795 PEACHTREE STREET, N.E.
ATLANTA, GEORGIA 30365
TELEPHONE: 404-897-6100

Executive Director
    Bob E. Childers

President
    James W. Selman, Coordinator, Extension & Public Service
    Center for Vocational & Adult Education
    Auburn University
    Donahue & Thach
    Auburn, Alabama 36849

The Southern Association of Colleges and Schools was established in 1895 as the Association of Colleges and Preparatory Schools of the Southern States. The present title was adopted in 1961.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON OCCUPATIONAL EDUCATION INSTITUTIONS
Executive Director
    Kenneth W. Tidwell
Chairman
    Bill L. Evans, Regional Administrator
    Jefferson Vocational Education Region
    8911 Shelbyville Road
    Louisville, Kentucky 40222

The Commission on Occupational Education Institutions was established in 1968 as the Committee on Occupational Education. The present title was adopted in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to non-degree granting occupational education institutions in the Southern Region, which includes the states of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia. Geographic scope also includes Mexico and South America.

NUMBER OF ACCREDITED INSTITUTIONS:
349 accredited institutions
35 candidate institutions

MEMBERSHIP: The commission consists of nineteen members as follows:

2 directors of occupational education from appropriate state agencies in the Southern Association region

1 representative from a school which is accredited by the Commission on Colleges

1 representative from a school or system accredited by the Commission on Secondary Schools or the Commission on Elementary Schools

9 administrators of vocational-technical schools accredited by the Commission on Occupational Education Institutions

1 occupational school teacher, presently active in teaching or supervision in a school accredited by the Commission on Occupational Education Institutions

1 system-wide director of occupational education

2 members representing business, industry, and/or labor not currently active in an educational institution

2 members at large.

Members of the Commission are elected by the Delegate Assembly of the Commission on Occupational Education Institutions. They are elected for terms of three years. The members after two successive terms are ineligible to succeed themselves for a period of three years. Not more than one member of the commission may be connected with the same institution.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible to be a Candidate for Accreditation, a school, institute, or center must:

(1) File an application on forms or in the format provided by the Commission.

(2) Pay first year membership fee.

(3) Have a clear emphasis on occupational education as the core of instruction.

(4) Be a non-degree-granting institution of occupational education. (Secondary occupational centers are eligible to apply under the joint procedures of the Commission on Secondary Education and the Commission on Occupational Education Institutions. Both Commissions take part in the secondary centers.)

(5) Be a legally constituted educational institution.

(6) Be located within the identified boundaries of the Southern Association of Colleges and Schools or otherwise be eligible for membership under special circumstances.

(7) Have been in operation, with students enrolled, and in attendance, for the one (1) year previous to date on application.

(8) Attest in writing to its commitment to an intent to comply with the Policies, Standards, and Procedures of the Commission on Occupational Education Institutions.

(9) Indicate a willingness to invest the time, effort, and funds required to carry out a successful self-study, and a dedication to make any improvements which the study shows to be needed for strengthening the institution's existence and services.

(10) Agree to disclose to the Commission any and all such information as the Commission may require pertaining to Policies, Standards, and Procedures of the Commission.

(11) Agree that the Commission may, at its discretion, make known to the general public or any agency or institution, the nature of any action, positive or negative regarding the institution's status with

the Commission. (The Commission shall be held harmless in furnishing such information regarding actions taken in accordance with its published Policies, Standards, and Procedures).

(12) Be an eligible institution under the by-laws of the Southern Association of Colleges and Schools.

(13) Have a candidate review visit by a representative(s) of the Commission to determine that there is a reasonable expectation of accreditation. (Cost to be paid by institution).

(14) Non-public institutions must furnish a financial statement compiled by an independent certified public accountant.

ACCREDITATION STANDARDS AND GUIDELINES: "Policies and Standards of the Delegate Assembly of the Commission on Occupational Education Institutions", 1986 Edition.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation (previously known as affiliation): This classification indicates that an institution has voluntarily agreed to participate in a program of self-improvement and is actively progressing toward the status of accreditation. A school has three years from the initial acceptance as a candidate until it must complete a self-study and request a team visit to the school.
Accreditation: Accreditation denotes that a school has undergone an extensive self-study and team review, and has been approved by the Commission as meeting the standards of the Commission on Occupational Education Institutions. Accreditation is granted for a period of one year with subsequent reaffirmation scheduled for two, three, four, or five years. Each school must substantiate its accreditation annually through a report which reflects the current status of the school. Each accredited institution is authorized one vote, cast by its approved delegate, at the Delegate Assembly.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for candidate or accreditation status may be postponed or denied. Accredited institutions are subject to the following:
Notified: A letter from the Executive Director notifying the institution that an apparent deficiency exists. The institution has 30 days to respond.
Warned: A formal notification from the Commission that a deficiency exists.
Probation: A formal notification from the Commission that the institution is in violation of standards that must be corrected within one year or suffer loss of accreditation. The institution has 30 days to respond.
Dropped from Accreditation: Loss of accreditation by formal action of the Commission as a result of continued violation of standards.
Reinstatement: Required removal of deficiencies and reapplication for accreditation.

THE ACCREDITING PROCESS:

(1) A written application for candidate for accreditation status must be submitted by the executive head of the institution on a form prescribed by the commission.

(2) An institutional self-study is required of every institution applying for accreditation.

(3) An on-site review by a visiting team follows the submission of the self-study. The average team consists of eight members appointed by

the Commission. The length of the visit is four days. Expenses of the visit are assumed by the host institution and usually average about $650 per team member.

(4) A written report of the team's visit is submitted to the Commission and then to the school for response.

(5) The written team report, self-study, and institutional response report are submitted to the Commission for accreditation approval.

(6) Notification of the accreditation decision is forwarded to the institution immediately after the Commission review, which occurs in June, October, or November of each year.

(7) Institutions that are accredited by COEI and institutions that have formally, properly, and completely made application to COEI for candidacy may appeal the following actions of the commission:
   (a) Denial of candidacy
   (b) Removal of candidacy
   (c) Decision that accreditation (membership) be denied
   (d) Decision that accreditation (membership) be discontinued.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: All institutions admitted to candidate and accredited status must file annual reports and such other reports as may be required by the commission.

ANNUAL MEMBERSHIP DUES: Annual membership dues for institutions that have been accredited by the Commission are based on full-time equivalent enrollment according to the following schedule:

| | DUES | | |
|---|---|---|---|
| ENROLLMENT (Full-Time Equivalent) | 1986-87 1987-88 | 1988-89 1989-90 | 1990-91 and each year thereafter until changed by the Board of Trustees |
| 499 and under | $1,100 | $1,200 | $1,300 |
| 500-999 | 1,450 | 1,600 | 1,800 |
| 1,000-1,499 | 1,800 | 2,000 | 2,200 |
| 1,500-1,999 | 2,100 | 2,300 | 2,500 |
| 2,000-2,999 | 2,245 | 2,500 | 2,800 |
| 3,000-4,999 | 2,510 | 2,800 | 3,100 |
| 5,000-9,999 | 3,105 | 3,400 | 3,700 |
| 10,000 and above | 3,450 | 3,800 | 4,200 |

Dues schedule approved by Delegate Assembly December 3, 1985

Candidate institutions pay the same fee they would pay if accredited.

(These dues do not include the cost of institutional evaluation).

Branch Campus Fees: In addition to the annual dues based on enrollment (full-time equivalent for each branch must be added to the full-time equivalent of the main campus), all accredited and candidate institutions shall pay a $500.00 annual fee for each branch campus. Exemption: Branches in operation on June 30, 1985, of institutions accredited by or in candidacy with COEI as of that date are exempt from this fee.

# WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
## ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES

P.O. BOX 9990
MILLS COLLEGE
OAKLAND, CALIFORNIA 94613
TELEPHONE: 415-632-5000

Secretary-Treasurer
Kay J. Andersen

President
Ruth Swenson, Public Member
Accrediting Commission for Schools

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
9053 Soquel Drive
Aptos, California 95003
Telephone: 408-688-7575

Executive Director
John C. Petersen
Chairperson
Lois J. Carson, Public Member
745 N. Dallas Avenue
San Bernardino, California 92410

The Accrediting Commission for Community and Junior Colleges was established in 1962.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants institutional accreditation to eligible institutions offering programs leading to postsecondary certificates, diplomas, or associate degrees; geographic scope includes California, Hawaii, Guam, American Samoa, and the Trust Territories.

NUMBER OF ACCREDITED INSTITUTIONS:
145 accredited institutions
3 candidate institutions

MEMBERSHIP: The Accrediting Commission for Community and Junior Colleges is composed of:

10 members from accredited institutions
2 members representing related associations, etc.
3 public representatives
1 representative from California state agency
1 representative from University of Hawaii
17 TOTAL

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: The Commission is not a membership organization.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Prior to making a formal application, an institution wishing to become a Candidate for Accreditation should determine whether it meets the conditions of eligibility listed below:

(1) Have a charter and/or formal authority from the appropriate governmental agency to award a certificate, diploma, or degree. Where the appropriate governmental agency has minimum standards or requirements, but at the same time has a secondary or higher level of approval, the Commission will expect institutions to have met the higher standards, if applicable, and secured the secondary level of approval. In California, approval under E.C. 94310(a) or 94310(b) or 94311(d).

(2) Have a governing board which includes representatives reflecting the public interest. If a separate institutional governing board may not be possible or appropriate, e.g., an institution operated by the military services or a corporation -- the Commission may approve alternative means by which the interests of the public are represented in the governance of the institution.

(3) Have employed a chief administrative officer whose full-time or major responsibility is to the institution.

(4) Publish educational objectives appropriate to postsecondary education in level, quality, and standards, and provide a clear statement of its means of achieving those objectives.

(5) Offer one or more postsecondary programs, of at least one academic year (or the equivalent), and have students pursuing the programs(s) at the time of the Commission evaluation.

(6) Require for its degree programs that at least 25% of the units or courses be in general education at the postsecondary level. The general education component should include demonstrated competence in writing and computational skills, and an introduction to some of the major areas of knowledge.

(7) Have learning resources including a faculty, physical facilities, and library adequate for the educational programs offered or, in lieu of a library, have made specific long-term arrangements for student access of such resources.

(8) Have developed a preliminary survey or evidence of basic planning for the development of the institution including procedures for on-going program evaluation and institutional improvement.

(9) Have admission policies compatible with its stated objectives.

(10) Have established an adequate financial base of funding commitments and submit a copy of its current budget and a copy of its current audited financial statement prepared by an independent certified public accountant or government audit agency. The audit must be certified and any qualifications explained. It is recommended that the auditor employ as a guide, Audits of Colleges and Universities, published by the American Institute of Certified Public Accountants.

(11) Have published policies and procedures, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment, and for dealing with student grievances. Tuition refund policies should meet the American Council on Education Guidelines.

(12) Have a catalog and other appropriate official publications available to students and public, setting forth purposes and objectives; entrance requirements and procedures; rules and regulations; programs and courses; degree completion requirements; costs; and other items relative to attending the institution or withdrawing from it.

ACCREDITATION AND GUIDELINES: "Handbook of Accreditation," Revised, August, 1984.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: Candidate for Accreditation is a status of preliminary affiliation with the Commission, initially awarded for two years, following a specified procedure for institutional self-study and on-site visitation. Candidacy is subject to renewal. Candidacy is not accreditation and does not assure eventual accreditation. It is an indication that the institution is progressing toward accreditation.
Accreditation: Accreditation is a status which indicates that an institution is offering its students, on a satisfactory level, the educational opportunities set forth in its objectives.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Candidacy or Accreditation Withheld: The candidacy or accreditation of an initial applicant or reapplicant institution may be withheld by a deferral or a denial.
A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the institutions to correct certain deficiencies.
A denial is a final decision which is subject to review by the commission and subsequent appeal according to published policies and procedures.
Warning: When the Commission finds that an institution has pursued a course deviating from the Commission's criteria or policies to an extent that gives concern to the Commission, it may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities with a stated time period. A warning does not affect the candidate or accredited status of the institution.
Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the Commission, including a warning, or when it deviates significantly from the Commission's criteria or policies but not to such an extent as to warrant a show cause order or the withdrawal of candidacy or accreditation, it may be placed on probation for a specified period of time. Probation does not affect the candidate or accredited status of the institution.

Show Cause: When the Commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the Commission, the Commission may ask the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued. A show cause order does not affect the candidate or accredited status of the institution.
Revocation of Candidacy or Termination of Accreditation: If, in the judgment of the Commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the guidelines for institutional self-study, is an integral requirement of every institution applying for initial or continuing accreditation.
(2) An on-site evaluation team visit follows the submission of the self-study report. The team consists of approximately six to ten members appointed by the Commission's staff. A state agency representative usually accompanies the team. The average visit is three days in length. Expenses of the visit are covered by an evaluation fee assessed to the host institution.
(3) A written report of the team's visit is submitted simultaneously to the institution and the Commission.
(4) The institution may submit a written response to the Commission presenting its reaction to the team report.
(5) The Commission makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendations on accreditation, and other relevant matters.
(6) The executive director notifies the institution of the Commission's decision approximately two to three months following the team visit.
(7) Within 30 days after an institution has received notification of a negative Commission decision regarding its candidacy or accreditation, the institution may request the Commission to review the action at its next regular meeting.
(8) An institution which, after availing itself of the review procedure, still believes itself aggrieved by the Commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the President of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED FOR ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is contemplated, the institution is required to inform the Commission in advance. The Commission may send representatives to visit the institution, make a re-evaluation, and submit a report.

FEE SCHEDULE:

Annual (all candidate and accredited institutions)

| Enrollment (FTE or ADA[1]) | 1985-86 |
|---|---|
| 0 - 999 | $ 900 |
| 1000 - 1999 | 1,100 |
| 2000 - 4999 | 1,300 |
| 5000 - 9999 | 1,500 |
| 10,000 - over | 1,700 |

Eligibility Review Charge

| | |
|---|---|
| A charge for the review of application materials to determine eligibility for candidate status. | 200 |
| Evaluation Service Charge[2] (Candidacy) | 1,700 |

Evaluation Service Charge[2] (Initial Accreditation or Reaffirmation with Comprehensive Visit - California Institutions). Add 25% surcharge for each additional campus or combination of campuses and/or centers which exceeds 1000 FTE or ADA.

| Enrollment (FTE or ADA[1]) | |
|---|---|
| 0 - 1999 | 2,900 |
| 2,000 - 9999 | 3,500 |
| 10,000 - over | 4,100 |
| Under 1000 (Special Purpose Institutions[3]) | 1,700 |

| | |
|---|---|
| Evaluation Service Charge[2] (5th Year Options-California Institutions) | 1,700 |

System or District Evaluations

Actual expenses of the team visit plus an amount to cover the special costs to the AACJC office (to be set based on approved district or system plan).

Interim Visits

Actual team expenses.

Notes

(1) ADA - Average Daily Attendance
FTE - Full-time Equivalent

(2) Hawaii institutions pay double the standard charge because of travel costs. Other Pacific area institutions pay actual team expenses associated with the visit.

(3) Special purpose institutions under 1000 FTE with programs in not more than three fields.

## WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES
## ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES

P.O. BOX 9990
MILLS COLLEGE
OAKLAND, CALIFORNIA 94613-0990
TELELPHONE: 415-632-5000

Secretary-Treasurer
Kay J. Andersen

President
Ruth Swenson
California Congress of Parents & Teachers, Inc.
Fall River Mills, California 96028

The Western Association of Schools and Colleges was organized in 1962, assuming the accrediting functions previously performed (since 1948) by the Western College Association.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMISSION FOR SENIOR COLLEGES AND UNIVERSITIES
Executive Director
Kay J. Andersen
Chairperson
Donald L. Garrity, President
Central Washington University
Ellensburg, Washington 98926

Accreditation was begun in this region by the Western College Association in 1948. The Western Association of Schools and Colleges was founded in 1962.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Postsecondary institutions located in California, Hawaii, Guam, and the Trust Territories, and offering one or more programs extending beyond the first two years past high school graduation.

NUMBER OF ACCREDITED INSTITUTIONS:
141 accredited institutions
5 candidate institutions

MEMBERSHIP: The Commission is not a membership organization. (The Western College Association holds an annual meeting, appoints members to the Accrediting Commission for Senior Colleges and Universities, and conducts limited research; it is the membership organization in this region.)

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Prior to making a formal application, an institution wishing candidacy determines for itself whether it meets the prerequisites for consideration. The institution must have:

(1) A charter and/or formal authority to award degrees from the appropriate governmental agency in this region and operate within its authority. Such authority must be obtained in each state or jurisdiction in which programs are offered. In California, 94310(b) approval by the California State Department of Education is required for each degree program.*

(2) An institutional purpose statement, formally adopted, which demonstrates that the fundamental purposes of the institution are educational and which are also appropriate to a degree-granting institution and to the needs of society it seeks to serve.

(3) A governing board which includes representation reflecting the public interest and which operates as an independent policy-making body. If a separate institutional governing board may not be possible or appropriate, the Commission may approve alternative means by which this criterion may be met.

(4) A chief executive officer whose full-time or major responsbility is to the institution and sufficient administrative staff to conduct the affairs of the institution.

(5) One or more educational programs leading to the baccalaureate degree or beyond, with clearly defined and published educational objectives for each program appropriate to higher education in level, standards, and quality, as well as a clear statement of the means for achieving them.

(6) A coherent and substantive program of general education as either a prerequisite to or an essential element of the programs offered.

(7) Sufficient faculty in terms of number, background, and experience to support the programs offered, including a core of faculty whose primary responsibility is to the institution. In addition, a clear statement of faculty responsibilities must exist.

(8) Evidence of adequate learning resources to support the programs offered. To supplement these resources beyond the core library of the institution, there may be specific long-term written arrangements for student access to readily available resources. The institution must also be able to demonstrate that library use is a fundamental part of all curricula.

(9) Admissions policies and procedures consistent with its stated objectives and appropriate to the degree level offered.

(10) Evidence of basic planning for the development of the institution which identifies and integrates plans for academic, personnel, library, and financial development, as well as procedures for program review and institutional improvement.

(11) An adequate financial base of funding commitments, with sufficient financial reserves, which will assure future stability. A copy of the current budget and the prior two years' audited financial statement, prepared by an outside certified public accountant who has no other relationship to the institution, must be submitted,

(12) A published policy and procedure, in keeping with generally accepted practices, for refunding fees and charges to students who withdraw from enrollment. (For guidance, institutions should refer to the American Council on Education's "Policy Guidelines for the Refund of Student Charges.")

(13) An accurate and current catalog or other comparable publication available to students and the public, setting forth purposes and objectives, entrance requirements and procedures, rules and regulations for conduct, programs and courses, degree completion requirements, full and part-time faculty and degrees held, costs, and other items relative to attending the institution or withdrawing from it.

* For law schools, licensure from the California Committee of Bar Examiners is required before making application for WASC accreditation. Licensure is considered by the Commission to mean accreditation by the Committee of Bar Examiners, or, if not obtained, demonstration that there are extenuating circumstances which would justify an alternative process for meeting this requirement.

ELIGIBILITY AND APPLICATION PROCESS FOR ACCREDITATION: An institution may apply for accredited status at any time, although a six-year period of relationship with the Commission as a Candidate for Accreditation is normal. In unusual cases, however, institutions may be permitted to apply for accredited status without going through a period of candidacy or after maintaining candidacy for a limited period of time. To be considered for an accreditation visit, the applicant institution must have:

(1) Met all the substantive prerequisites for candidacy listed above including the Eligibility Report.
(2) Graduated at least one class which has completed a full cycle of one or more of the institution's programs prior to self-study and the on-site visit.
(3) Consulted with Commission staff to verify readiness for the visit.

In the event an institution wishes to proceed without undergoing a period of candidacy, Eligibility Report and application fees will be imposed.

ACCREDITATION STANDARDS AND GUIDELINES: "Handbook of Accreditation", Revised, March, 1982.

ACCREDITATION CLASSIFICATIONS: Candidate for Accreditation: This status is an affiliated, non-accredited relationship with the Commission, granted for a period of two years, renewable twice. The initial granting of candidacy indicates that, in the view of the Commission, the institution meets the prerequisities for such status and appears likely to qualify for accreditation in six years or less.
Accredited Status: This status indicates that an institution is offering its students on a satisfactory level the educational opportunities implied in its objectives. The status is without time limit, but is subject to periodic review.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The nature and gravity of an institutional deficiency will determine whether or not in the judgment of the Commission one of the following five negative actions should be taken:

(1) Deferral or Denial of Candidacy or Accreditation: The candidacy or accreditation of an initial applicant or reapplicant institution may be deferred or denied as defined in the following statements:
   (a) A deferral is not a final decision. It is interlocutory in nature to provide further guidance and time for the institution to correct certain deficiencies.
   (b) A denial is a final decision that is subject to review by the Commission and subsequent appeal to the Western Association of Schools and Colleges under the published policies and procedures of those two bodies.

(2) Warning: When the Commission finds that an institution has pursued a course deviating from the Commission's standards or policies to an extent that gives concern, the Commission may issue a warning to the institution to correct its deficiencies, refrain from certain activities, or initiate certain activities within a stated period of time. A warning does not affect the candidate or accredited status of the institution and will not be made public by the Commission.

(3) Probation: When a candidate or accredited institution fails to respond to conditions imposed upon it by the Commission, which may include a warning, or when it deviates significantly from the Commission's standards or policies but not to such an extent as to warrant a show cause order or withdrawal of candidacy or accreditation, the institution may be placed on probation for a specified period of time. While on probation, the institution will be subject to special scrutiny by the Commission, which may include a requirement to submit periodic prescribed reports and to receive special visits by representatives of the Commission. If the institution has not taken steps satisfactory to the Commission to remove the cause(s) for its probation at the end of the specified time, the Commission will issue a show cause order. The candidate or accredited status of the institution continues during the probation period.

(4) Show Cause: When the Commission finds an institution to be in substantial non-compliance with its criteria or policies or when the institution has not responded to the conditions imposed by the Commission, the Commission may require the institution to show cause why its candidacy should not be terminated or be allowed to lapse or its accreditation withdrawn at the end of a stated period. In such cases, the burden of proof will rest on the institution to demonstrate why its candidacy or accreditation should be continued. The candidate or accredited status of the institution continues during the show cause period.

(5) Revocation of Candidacy or Termination of Accreditation: If, in the judgment of the Commission, an institution has not satisfactorily explained or corrected matters concerning which it has been given notice, its candidacy may be revoked or allowed to lapse or its accreditation terminated. In such a case, the institution must complete again the entire accreditation process to qualify for candidacy or accreditation. Non-renewal or revocation of candidacy or termination of accreditation is subject to review and appeal under the applicable policies and procedures of the Commission and the Western Association of Schools and Colleges. If an institution's candidacy is

not renewed or is revoked, or if its accreditation is terminated, and it requests a review and later an appeal, its status will continue unchanged until the review and appeal processes have been completed. Otherwise, its candidacy or accreditation ends on the date when the time period permitting such a request expires.

Publication of Actions: The Commission will make public, when and as appropriate, through its Executive Director, and will publish in the WASC Bulletin, the national directory, and in the WASC Annual Directory the status of each institution subject to a negative action. Institutions which have received public sanctions may be listed with a footnote to the effect that, "Action may be modified by the Commission review process."

In all cases of negative action, the Commission will give the institution written reasons for its decision and will work with the institution on a statement for public release (except for warning).

If an institution so conducts its affairs that they become a matter of public concern, or uses the public forum to take issue with a negative action of the Commission relating to that institution, the Commission may announce, through the Executive Director, the action taken, and the bases for that action, making public any pertinent information available to it.

THE ACCREDITING PROCESS:

(1) An institutional self-study, prepared in accordance with the Guidelines for Institutional Self-Study and the Standards for Accreditation, is an integral requirement of every institution applying for initial or continuing accreditation.
(2) An evaluation team site visit follows the submission of the self-study report. The team consists of approximately 3 to 17 members. The chairman is appointed by the Commission. The staff appoints the team members. A staff member may accompany team for a portion of the visit. The average visit is three days in length.
(3) A written report of the team's visit is submitted simultaneously to the institution and the Commission.
(4) The institution submits a written response to the Commission presenting its reaction to the team report.
(5) The Commission makes the decision on accreditation after considering the institutional self-study report, the team report, its recommendation on accreditation, and other relevant matters.
(6) The Executive Director notifies the institution following the Commission meeting. The Commission meets in February and June to take institutional actions.
(7) Within thirty days after an institution has received notification of a negative decision regarding its candidacy or accreditation, the institution may request the Commission to review the action at its next regular meeting.
(8) An institution which, after availing itself of the review procedures, still believes itself aggrieved by the Commission's denial or withdrawal of candidacy or accreditation, may appeal such action within thirty days of receipt of notice therefore to the president of the Western Association of Schools and Colleges.

PROCEDURES REQUIRED OF ACCREDITED INSTITUTIONS: A brief annual report is required from each candidate and each accredited institution. If at any time a substantial change in the nature of an institution is contemplated, the institution is required to inform the Commission in advance. If the Commission determines that the change is substantive, a report is required and the Commission may send representatives to visit the institution, make a re-evaluation, and submit a report.

ACCREDITATION FEES: Annual fees are based on enrollment and run from $1,200 to $5,250 per year. The institution is responsible for the out-of-pocket travel expenses of the team of evaluators during an on-site visit. For application and other special fees, see Handbook of Accreditation (revised March 1982). (Page 185.)

# SPECIALIZED ACCREDITING BODIES

# COMMITTEE ON ALLIED HEALTH EDUCATION AND ACCREDITATION

535 NORTH DEARBORN STREET
CHICAGO, ILLNOIS 60610
TELEPHONE: 312-645-4660

Secretary, CAHEA and Director, Division of Allied Health Education and Accreditation
John J. Fauser, PhD

Chairperson
Billy Ben Baumann, MD
Pontiac General Hospital
Pontiac, Michigan 48053

The Committee on Allied Health Education and Accreditation was formed in December 1976 from the former Advisory Committee on Allied Health Accreditation and assigned responsibility and authority for the accreditation function which, since 1933, had been performed by the Council on Medical Education of the American Medical Association.

ACCREDITATION FUNCTION: CAHEA cooperates with 17 review committees, sponsored by 49 collaborating allied health and medical specialty organizations, in accrediting educational programs in 25 allied health areas. Each of the review committees is described in this document.

RECOGNITION STATUS: CAHEA is a member of the Council on Postsecondary Accreditation. CAHEA, in cooperation with most of the individual review committees, is recognized and listed as a national accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: CAHEA accredits postsecondary programs in 25 allied health areas. Program length varies from six months to two years; awards range from undergraduate certificates and diplomas to baccalaureate degrees and graduate certificates.

The geographic scope is national; programs outside the U.S. may be accredited by CAHEA only if they are in U.S. territories, possessions, or protectorates.

NUMBER OF ACCREDITED PROGRAMS (accredited up to January 1, 1985)

| | |
|---|---|
| 58 | Cytotechnologist |
| 24 | Diagnostic Medical Sonographer |
| 20 | Electroencephalographic Technologist |
| 20 | Emergency Medical Technician-Paramedic |
| 43 | Histologic Technician/Technologist |
| 168 | Medical Assistant |
| 225 | Medical Laboratory Technician (Associate Degree) |
| 56 | Medical Laboratory Technician (Certificate) |
| 54 | Medical Record Administrator |
| 85 | Medical Record Technician |
| 584 | Medical Technologist |
| 141 | Nuclear Medicine Technologist |

|  |  |
|---|---|
| 61 | Occupational Therapist |
| 9 | Ophthalmic Medical Assistant |
| 19 | Perfusionist |
| 52 | Physician's Assistant |
| 101 | Radiation Therapy Technologist |
| 744 | Radiographer |
| 232 | Respiratory Therapist |
| 182 | Respiratory Therapy Technician |
| 59 | Specialist in Blood Bank Technology |
| 3 | Surgeon's Assistant |
| 102 | Surgical Technologist |
| 3,042 | TOTAL |

MEMBERSHIP: The fourteen members of CAHEA are required to have broad interest or competence in the allied health professions and services. CAHEA is therefore composed of:

(1) Members of the allied health professions and services with competency in educational matters.
(2) Hospital administrators having jurisdiction over multiple allied health programs and major interest in educating allied health professionals.
(3) Practicing physicians interested in providing health care through the team approach.
(4) Higher education administrators and educators who are experienced in and concerned about broad areas of health professions education.
(5) Members of the broad field of postsecondary education outside the field of medicine
(6) An allied health student or recent graduate of an allied health educational program.
(7) Members of the public.

CAHEA obtains membership recommendations from the collaborating organizations and other parties of interest. Members are appointed by the Board of Trustees of the American Medical Association for one year terms, with six consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR ACCREDITATION: Specific eligibility requirements vary among the 18 review committees. However, all review committes comply with most of the requirements outlined in the Sponsorship section of the Recommended Format for Essentials.

## I. SPONSORSHIP

A. The sponsoring institution and affiliates, if any, must be accredited by recognized agencies or meet equivalent standards.

In programs in which academic and clinical education are provided by two or more institutions, responsibilities of the sponsoring institution and of each affiliate for program administration, instruction, supervision, and so forth, must be clearly described in written documents, such as an affiliation agreement or memorandum of understanding.

B. Accredited educational programs may be established in (use as appropriate):
   1. Community and junior colleges, senior colleges, and universities;
   2. Hospitals and clinics;
   3. Laboratories;
   4. Medical Schools;
   5. Postsecondary vocational/technical schools and institutions;
   6. Proprietary schools; and
   7. Other institutions or consortia which meet comparable standards for education in (name of profession).

C. Accreditation is granted to the institution that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and supervised clinical education; appoints faculty to the program; receives and processes applications for admission; and grants the certificate or degree documenting completion of the program. The sponsoring institution shall also be responsibile for providing assurance that the activities assigned to students in the clinical setting are educational.

ACCREDITING STANDARDS (ESSENTIALS) AND GUIDELINES: Each of the 25 professional areas in which CAHEA accredits programs has its own set of standards according to which programs are developed and evaluated. Each collaborating organization sponsoring a review committee, as well as the Council on Medical Education of the AMA, adopts *Essentials*. Most sets of *Essentials* closely follow the Recommended Format for *Essentials* with Suggestions for Guidelines.

ACCREDITATION CLASSIFICATIONS: *Provisional Accreditation*: Provisional Accreditation is granted to a new program that is in an early stage of operation and has not yet graduated a class of students. The accreditation review process, including a site visit, indicates that the program, when fully operational, will be in substantial compliance with the *Essentials*.

The sponsoring institution is expected to continue to develop the program according to its plan. A second site visit is conducted when the first class is near graduation or has graduated.

*Accreditation*: Initial or continuing Accreditation may be granted when the accreditation review process confirms that the program is in substantial compliance with the *Essentials*. The term "initial" is used to indicate that although the program may have a class near graduation or may have graduated several classes, it is being accredited for the first time.

For a program that is in substantial compliance with the *Essentials* except for one or more specific deficiencies that are believed to be readily correctable, review committees may recommend either (1) the maximum duration of accreditation or (2) a reduced duration of accreditation.

*Accreditation with Qualification*: Review committees may elect to recommend Accreditation with Qualification for programs seeking Provisional Accreditation or initial or continuing Accreditation when such programs demonstrate marginal compliance with some specific *Essentials*. The CAHEA accreditation letter contains a clear statement of each deficiency and of the review committee requirement for one or more progress reports.

Probationary Accreditation: Is granted when the program is not in compliance with the Essentials and the deficiencies are so serious that the capability of the program to provide acceptable educational experience for the students appears to be threatened.

Most assignments of Probationary Accreditation are based on evidence substantiated by a site visit. However, if the cited deficiencies are not in dispute, a review committee may recommend Probationary Accreditation without conducting a site visit.

Probationary Accreditation is usually limited to one year. It may not extend beyond two years. The period of Probationary Accreditation may be as short as thirty days.

Review committees provide an opportunity for reconsideration prior to CAHEA action. CAHEA awards of Probationary Accreditation following review committee reconsideration of a recommendation are final and are not subject to appeal. During a period of Probationary Accreditation, programs are recognized and listed as being accredited.

Probationary Accreditation--Administrative: May be granted when the program does not comply with one or more of the administrative requirements for maintaining accreditation.

DENYING ACCREDITATION: Accreditation Withheld: A program seeking Provisional Accreditation or initial Accreditation may have Accreditation Withheld if the accreditation review process confirms that the program is not in substantial compliance with Essentials that are vital to the educational program.

### Opportunity for Review Committee Reconsideration and/or Appeal to CAHEA

Prior to CAHEA action, review committees provide opportunity for reconsideration of their recommendation to withhold accreditation. The letter informing the appropriate official of the accreditation recommendation describes the reconsideration process. This process varies among review committees, but in all cases, it is designed to expedite requests for reconsideration.

The CAHEA letter notifying the appropriate official that the program has had Accreditation Withheld for failure to be in substantial compliance with the Essentials indicates that the institution may appeal the decision. A copy of the CAHEA Appeals Procedures for Accreditation Withheld or Withdrawn is enclosed.

Accreditation Withdrawn: Students enrolled in the program at the time the sponsoring institution is notified that accreditation has been withdrawn may complete the requirements for graduation and will be considered graduates of a CAHEA-accredited program.

1. Accreditation Withdrawn--Voluntary (at request of sponsoring institution).
2. Accreditation Withdrawn--Involuntary (for failure to be in substantial compliance with the Essentials or with administrative requirements).

Accreditation may be involuntarily withdrawn from a program with Probationary Accreditation or Probationary Accreditation--Administrative if, at the conclusion of the specified probationary period, the accreditation review process confirms that the program is not in substantial compliance with the *Essentials* or with administrative requirements for maintaining accreditation.

## Opportunity for Review Committee Reconsideration and/or Appeal to CAHEA

Prior to CAHEA action, review committees provide an opportunity for reconsideration of a recommendation to withdraw accreditation.

THE ACCREDITING PROCESS: Evaluation of an allied health educational program is undertaken only with specific authorization from the chief executive officer of the sponsoring institution. Materials provided to the program by the review committee guide the participants in conducting a comprehensive, systematic examination of the program within the institutional setting.

Ongoing Programmatic Review: The Recommended Format for Essentials and many individual sets of *Essentials* require ongoing program review, in keeping with the goals and objectives of the sponsoring institution and of the program. This ongoing programmatic review is intended to provide the basis for preparing a *Self-Study Report*.

Preparing a *Self-Study Report*: The self-study requirements of the review committee contain specific instructions on how to prepare the *Self-Study Report*, including general comments on the content, sequence, presentation, and use.

Conducting a Site Visit: After the *Self-Study Report* has been evaluated, the program is visited by a team assembled by the review committee. Either a critique or a summary of the *Self-Study Report* or the actual report is supplied to the team members.

Submitting a Site Visit Report: The *Site Visit Report* resulting from the visit is submitted to the review committee, which sends a copy (or a summary) to the chief executive officer of the sponsoring institution to provide an opportunity to correct factual errors and to review the site visitors' observations/conclusions.

Formulating the Accreditation Recommendation: After the program has had adequate time to respond to the factual content of the *Site Visit Report*, the review committee evaluates the degree of the program's compliance with the *Essentials* by studying the application documents, the *Self-Study Report*, and the *Site Visit Report*, accompanied by appropriate documentation. An appropriate accreditation recommendation is formulated in accordance with the accreditation classification and forwarded to CAHEA for final consideration and action.

Determining the Accreditation Award: Two CAHEA subcommittees, among which members rotate on an annual basis without regard to specialities, review the recommendations submitted by the review committees. If a recommendation is considered inappropriate, it is referred back to the review committee for reconsideration.

Notifying the Sponsoring Institution: CAHEA notifies the institution and program of the accreditation decision. Sponsoring institutions are provided with opportunities for reconsideration at various levels of the accreditation review process. Established policies and *procedures provide for appeal of* Accreditation Withheld and Accreditation Withdrawn--Involuntary.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: The CAHEA and review commiteee administrative requirements for maintaining accreditation are indicated in the Essentials and/or in the policy on Probationary Accreditation --Administrative.

SITE VISIT AND ANNUAL FEES: CAHEA charges a $150 annual fee to each institution that sponsors one or more accredited programs. For the site visit and annual fees charged by the individual review committees, see the individual entries.

# COMMITTEE ON ACCREDITATION
## SPECIALIST IN BLOOD BANK TECHNOLOGY

AMERICAN ASSOCIATION OF BLOOD BANKS
1117 NORTH 19th STREET, Suite 600
ARLINGTON, VIRGINIA 22209
TELEPHONE: 703-528-8200

Executive Director
    Gilbert M.Clark, JD
Chairperson
    Louise J. Keating, MD
    Northern Ohio Red Cross Blood Services
    3950 Chester Avenue
    Cleveland, Ohio 44114

The Committee on Accreditation of SBB Schools (COA) was established in 1975. The COA is sponsored by the American Association of Blood Banks.

ACCREDITATION FUNCTION: The COA recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for specialist in blood bank technology.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Education as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for specialist in blood bank technology. Geographic scope is national; programs outside the U.S. may be reviewed by the COA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS
    54 specialist in blood bank technology programs

MEMBERSHIP: The COA consists of members appointed by:
    American Association of Blood Banks (7)

The term of membership is indefinite.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR COA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Specialist in Blood Bank Technology," revised, 1983.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: COA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation fee - None.

## JOINT REVIEW COMMITTEE ON EDUCATION IN CARDIOVASCULAR TECHNOLOGY

AMERICAN COLLEGE OF CARDIOLOGY, HEART HOUSE
9111 OLD GEORGETOWN ROAD
BETHESDA, MARYLAND 20814
TELEPHONE: (301) 897-5400

Assistant Executive Vice President
    David J. Feild
Chairperson
    Arthur D. Hagan, MD, FACC
    Tulsa Heart Center
    1905 19th Street, Ste 414
    Tulsa, Oklahoma 74104

The Joint Review Committee on Education in Cardiovascular Technology was established in 1985. The JRC/CVT is sponsored by the American Cardiology Technologists Association, the American College of Cardiology, The American College of Chest Physicians, the American College of Radiology, the American Institute of Ultrasound in Medicine, the American Society of Echocardiography, the National Alliance of Cardiovascular Technologists, the National Society for Cardiopulmonary Technology, the Society of Diagnostic Medical Sonographers, the Society of Non-Invasive Vascular Technology, and the Society for Vascular Surgery/International Society for Cardiovascular Surgery.

ACCREDITATION FUNCTION: The Joint Review Committee on Education in Cardiovascular Technology recommends to the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association the appropriate accreditation category for educational programs for cardiovascular technologists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for cardiovascular technologists. Georgraphic scope is national; programs outside the U.S. may be reviewed by the JRC/CVT only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS: At the present time there are no accredited programs in cardiovascular technology.

MEMBERSHIP: The JRC/CVT consists of one member appointed by each of the sponsors (11) listed above. The term of membership is three years. Members may be reappointed for a maximum of two consecutive terms.

ELIGIBILITY REQUIREMENT: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Cardiovascular Technologist," adopted in 1985.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/CVT administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the *Essentials*, submitting the *Self-Study Report* within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEE: Application Fee, $100; Annual Fee, $300; Site Visit Fee, Actual Cost.

# CYTOTECHNOLOGY PROGRAMS REVIEW COMMITTEE

1015 CHESTNUT STREET, STE 1518
PHILADELPHIA, PENNSYLVANIA 19107
TELEPHONE: 215-922-3880

Secretary
    Shirley Indictor
Chairperson
    Edmund A. Dowling, MD
    Department of Pathology, University of South Alabama
    1180 Moorer Clinical Science Building
    2451 Fillingim Street
    Mobile, Alabama 36617

The Cytotechnology Programs Review Committee (CPRC) was established in 1975. The CPRC is sponsored by the American Society of Cytology.

ACCREDITATION FUNCTION: The CPRC recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for the cytotechnologist.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for cytotechnologists. Geographic scope is national; programs outside the U.S. may be reviewed by the CPRC only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS
    58 cytotechnologist programs

MEMBERSHIP: The CPRC consists of 8 representatives (4 medical members and 4 cytotechnologist or associate members) appointed by the American Society of Cytology. The term of membership is three years; with a possible reappointment for another three year term.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR CPRC REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Cytotechnologist," revised, 1977, 1983.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

FEES: Annual fee - $300.

# JOINT REVIEW COMMITTEE ON EDUCATION IN DIAGNOSTIC MEDICAL SONOGRAPHY

111 N CANAL STREET
SUITE 525
CHICAGO, ILLINOIS 60606-7203
TELEPHONE: 312-902-1109

Chairperson
Diane M. Kawamura, Med, RT, RDMS
Weber State College - 1602
Ogden, Utah 84408-1602

The Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDMS) was established in 1979. The JRCDMS is sponsored by the American Society of Radiologic Technologists, the American College of Radiology, the American Institute of Ultrasound in Medicine, and the American Society of Echocardiography,the Society of Diagnostic Medical Sonographers, and the American College of Cardiology.

ACCREDITATION FUNCTION: The JRCDMS recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for diagnostic medical sonographers.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for diagnostic medical sonographers. Geographic scope is national; programs outside the U.S. may be reviewed by the JRCDMS only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
32 diagnostic medical sonography programs

MEMBERSHIP: The JRCDMS consists of members appointed by:
Society of Diagnostic Medical Sonographers (2)
American Society of Radiologic Technologists (1)
American College of Radiology (1)
American Institute of Ultrasound in Medicine (1)
American Society of Echocardiography (1)
American College of Cardiology (1)
TOTAL (7)

The term of membership is two years; members may be reappointed for a maximum of two consecutive terms.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRCDMS REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for Diagnostic Medical Sonographers" (Essentials adopted 1979; Guidelines approved 1980).

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRCDMS administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation fee - $600; $30 per year for each major affiliate over 5.

# JOINT REVIEW COMMITTEE ON EDUCATION IN ELECTROENCEPHALOGRAPHIC TECHNOLOGY

1233 SANDE HILL PLACE
AUGUSTA, GEORGIA 30909
TELEPHONE: 404-828-4533

Executive Secretary
    Mary Jo Martin, R. EEG T.
Chairperson
    Margaret Gordon, R. EEG T.
    University of Iowa Hospitals
    EEG Laboratory
    Carver Pavilion
    Iowa City, Iowa 52242

The Joint Review Committee on Education in Electroencephalographic Technology (JRC/EEG) was established in 1973. The JRC/EEG is sponsored by the American Electroencephalographic Society, American Medical Electroencephalographic Association and the American Society of Electroencephalographic Technologists.

ACCREDITATION FUNCTION: The JRC/EEG recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for electroencephalographic technologists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for electroencephalographic technologists. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/EEG only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
    19 Electroencephalographic Technologist Programs

MEMBERSHIP: The JRC/EEG consists of members appointed by:
    American Electroencephalographic Society (2)
    American Medical Electroencephalographic Association (2)
    American Society of Electroencephalographic Technologists (4)
    TOTAL (8)

ELIGIBILITY REQUIREMENT FOR APPLICATION FOR JRC/EEG REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Electroencephalographic Technologist," revised, 1980.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/EEG administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $350; Evaluation fee - $1000.

## JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS FOR THE EMT-PARAMEDIC

1701 W EULESS BLVD, STE 200
EULESS, TEXAS 76040
TELEPHONE: 817-283-2835 or 2836

Executive Secretary
    Philip A. Von der Heydt, Med, RRT
Chairperson
    Paul S. Mesnick, MD
    Police Academy
    Medical Section
    1301 W. Adams
    Chicago, Illinois 60607

The Joint Review Committee on Educational Programs for the EMT-Paramedic (JRC-EMT-P) was established in 1978. The JRC-EMT-P is sponsored by the American College of Emergency Physicians, the American College of Surgeons, the American Society of Anesthesiologists, the National Association of Emergency Medical Technicians, and the National Registry of Emergency Medical Technicians.

ACCREDITATION FUNCTION: The JRC-EMT-P recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for the EMT-Paramedic.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for EMT-Paramedics. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC-EMT-P only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
22 EMT-P education programs

MEMBERSHIP: The JRC-EMT-P consists of members appointed by:

| | |
|---|---|
| American College of Emergency Physicians | (2) |
| American College of Surgeons | (2) |
| American Society of Anesthesiologists | (2) |
| National Association of Emergency Medical Technicians | (2) |
| National Registry of Emergency Medical Technicians | (2) |
| TOTAL | (10) |

Terms of appointments are annual but not to exceed six years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC-EMT-P REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (*ESSENTIALS*) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Emergency Medical Technician-Paramedic"

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications.

THE ACCREDITING PROCESS: See the Accrediting Process.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC-EMT-P administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the *Essentials*, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Application fee - $100; Annual fee - $300; Evaluation fee - $500 plus 50% of actual site visit costs.

# THE NATIONAL ACCREDITING AGENCY FOR CLINICAL LABORATORY SCIENCES

547 WEST JACKSON BOULEVARD
SUITE 608
CHICAGO, ILLINOIS 60606
TELEPHONE: 312-461-0333

Executive Director
    Jacqueline Parochka, EdD
Chairperson
    Lucy J. Randles, MA, CLA/CL Director
    Medical Technology Program Director
    Childrens Hospital Medical Center of Akron
    281 Locust
    Akron, Ohio 44308

The NAACLS Review Board was established in 1973 as the successor to the ASCP Board of Schools. The sponsoring organizations of NAACLS are the American Society of Clinical Pathologists and the American Society for Medical Technology. The participating organizations of NAACLS are the American Society for Microbology and the National Society for Histotechnology.

ACCREDITATION FUNCTION: The NAACLS Review Board recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for Medical Technologists, Medical Laboratory Technicians-Associate Degree, Medical Laboratory Technicians-Certificate and Histologic Technicians/Technologists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for Medical Technologists, Medical Laboratory Technicians-Associate Degree, Medical Laboratory Technicians-Certificate and Histologic Technicians/Technologists. Geographic scope is national; programs outside the U.S. may be reviewed by the NAACLS Review Board only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:

| | |
|---|---|
| 556 | Medical Technologists |
| 221 | Medical Laboratory Technicians-Associate Degree |
| 53 | Medical Laboratory Technicians-Certificate |
| 42 | Histologic Technicians/Technologists |

MEMBERSHIP: The NAACLS Review Board consists of members appointed by the:
    American Society for Medical Technology (3)
    American Society of Clinical Pathologists (3)
    American Society for Microbiology (1)
    National Society for Histotechnology (1)
    TOTAL (8)

Elected by NAACLS Review Board:
- Technologist Laboratory Administrator (1)
- Laboratory Director (1)
- Technician Practitioners (2)
- Public Members (2)
- College Educators (2)
- TOTAL (8)

The term of membership is four years.
NAACLS has three Review Committees for the various program levels. The membership of each is appointed by the Review Board for a four year term. The Medical Technologist Programs Review Committee has 12 members (5 medical technologists, 5 pathologists, and 2 non-MD, non-MT educators). The Medical Laboratory Technician Programs (both Associate Degree and Certificate ) Review Committee has 9 members (3 medical technologists, 3 pathologists, 1 MLT practitioner, and 2 non-MD, non-MT educators). The Histotechnology Programs Review Committee has 5 members (3 histotechnology educators and 2 pathologists).

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR NAACLS REVIEW BOARD review. See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of Accredited Educational Programs at the Baccalaureate Medical Technology Level" revised 1986
"Essentials and Guidelines of Accredited Educational Programs for the Medical Laboratory Technician" revised 1986
"Essentials and Guidelines of Accredited Educational Programs in Histotechnology" revised 1986

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications.

THE ACCREDITING PROCESS: See the Accrediting Process.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: NAACLS Review Board administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES:

| | |
|---|---|
| Annual fee | $300 + $25 per clinical affiliate |
| Initial evaluation fee | $300 + site visit costs |
| Renewal evaluation fee | Site visit costs only |

## CURRICULM REVIEW BOARD
## AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS

AMERICAN ASSOCIATION OF MEDICAL ASSISTANTS
20 NORTH WACKER DRIVE, SUITE 1575
CHICAGO, ILLINOIS 60606
TELEPHONE: 312-899-1500

Director of Accreditation
    Nancy K. Roadcap
Chairperson
    Karen Lane, CMA-AC
    American Association of Medical Assistants
    20 North Wacker Drive, Suite 1575
    Chicago, Illinois 60601

The Curriculum Review Board (CRB) was established in 1972. The CRB is sponsored by the American Association of Medical Assistants' Endowment.

ACCREDITATION FUNCTION: The CRB recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for medical assisting.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for medical assisting. Geographic scope is national; programs outside the U.S. may be reviewed by the CRB only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS
164 medical assistant programs

MEMBERSHIP: The CRB consists of members appointed by:
    American Association of Medical Assistants Endowment (7)

The terms of membership is two years; members may be reappointed for no more then three consecutive terms.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR CRB REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Medical Assistants"; revised 1984.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: CRB administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the *Essentials*, submitting the *Self-Study Report* within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $400; Evaluation fee - $600; Reaccreditation fee: $200

## COUNCIL ON EDUCATION
## AMERICAN MEDICAL RECORD ASSOCIATION

AMERICAN MEDICAL RECORD ASSOCIATION
875 N. MICHIGAN AVENUE, SUITE 1850
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-787-2672

Coordinator of Accreditation
    Jackie Whitmore, RRA
Chairperson
    Doris Thayer, RRA
    American Medical Record Association
    875 N. Michigan Avenue, Suite 1850
    Chicago, Illinois 60611

The Council on Education (COE) was established in 1980 (formerly known as the Education and Registration Committee which was founded in 1951). The COE is sponsored by the American Medical Record Association. The COE recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for medical record administrators and medical record technicians.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for medical record administrators and technicians. Geographic scope is national; programs outside the U.S. may be reviewed by the COE only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
- 52 medical record administrators programs
- 88 medical record technician programs

MEMBERSHIP: The COE consists of members appointed by:
    American Medical Record Association (9)

The term of membership is three years; three new members are appointed annually.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR COE REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Medical Record Administrator", revised, 1981.
"Essentials and Guidelines of an Accredited Educational Program for the Medical Record Technician", revised, 1983.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: COE administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation fee - $500.

# JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS IN NUCLEAR MEDICINE TECHNOLOGY

445 SOUTH 300 EAST
SALT LAKE CITY, UTAH 84111
TELEPHONE: 801-335-9628

Executive Director
    Elaine J. Cuklanz, MT(ASCP)NM
Chairperson
    Edward R. Powsner, MD
    St. John Hospital
    22101 Moross Road
    Detroit, Michigan 48236

The Joint Reviev Committee on Educational Programs in Nuclear Medicine Technology (JRC/NMT) was established in 1970. The JRC/NMT is sponsored by the American College of Radiology, American Society of Clinical Pathologists, American Society for Medical Technology, American Society of Radiologic Technologists, Society of Nuclear Medicine, and the Society of Nuclear Medicine-Technologist Section.

ACCREDITATION FUNCTION: The JRC/NMT recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for nuclear medicine technologists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for nuclear medicine technologists. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/NMT only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS
130 nuclear medicine technologists programs

MEMBERSHIP: The JRC/NMT consists of members appointed by:

| | |
|---|---|
| American College of Radiology | (2) |
| American Society of Clinical Pathologists | (2) |
| American Society for Medical Technology | (2) |
| American Society of Radiologic Technologists | (2) |
| Society of Nuclear Medicine | (2) |
| Society of Nuclear Medicine-Technologist Section | (2) |
| TOTAL | (12) |

The term of membership is four years; members may be reappointed for a maximum tenure of eight years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/NMT REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Nuclear Medicine Technologist," revised, 1984.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/NMT administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300 + $60 per affiliate; Evaluation fee - $600.

# ACCREDITATION COMMITTEE
# AMERICAN OCCUPATIONAL THERAPY ASSOSCIATION

EDUCATIONAL PROGRAMS IN OCCUPATIONAL THERAPY
1383 PICCARD DRIVE, SUITE 300
ROCKVILLE, MARYLAND 20850
TELEPHONE: 301-948-9626

Director
    Betsy Ranslow, MS, OTR/L
Chairperson
    Linda Katt, MA, OTR
    Director, OT Department
    Henry Ford Hospital
    2799 W. Grand Boulevard
    Detroit, Michigan 48202

The Accreditation Committee, American Occupational Therapy Association (AC/AOTA), was established in 1935. The AC/AOTA is sponsored by the American Occupational Therapy Association.

ACCREDITATION FUNCTION: The AC/AOTA recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for occupational therapists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee cooperating with CAHEA. Listed by the U.S. Department of Education as a review committee cooperating with CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for occupational therapists. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
    66 occupational therapist programs

MEMBERSHIP: The AC/AOTA consists of 18 representatives appointed by the American Occuptional Therapy Association which includes two public members. The term of membership is three years; members may be reappointed for a maximum tenure of six years. The chairperson may be reappointed for a maximum tenure of seven years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR AC/AOTA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Occupational Therapists," revised, 1983.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: AC/AOTA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual Fee - $300; Initial Evaluation Fee - $300; Reevaluation Fee - $500; Letter of Review Fee - $200.

## JOINT REVIEW COMMITTEE ON PROGRAMS FOR THE OPHTHALMIC MEDICAL ASSISTANT

1812 NORTH ST. PAUL ROAD
ST. PAUL, MINNESOTA 55109
TELEPHONE: 612-770-9775

Administrator
    Alice Liska
Chairperson
    Bernard Blais, Capt, MC, USN
    Department of the Navy
    Military Sealift Command
    Washington, D.C. 20390

The Joint Review Committee on Educational Programs for the Ophthalmic Medical Assistant (JRC/OMA) was established in 1975. The JRC/OMA is sponsored by the Joint Commission on Allied Health Personnel in Ophthalmology and the American Association of Certified Allied Health Personnel in Ophthalmology.

ACCREDITATION FUNCTION: The JRC/OMA recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for ophthalmic medical assistants.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the U.S. Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for ophthalmic medical assistants. Geographic scope is national; programs outside the U.S. may be reviewed by the JRC/OMA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
    9 ophthalmic medical assistant programs

MEMBERSHIP: The JRC/OMA consists of members appointed by the :
    Joint Commission on Allied Health Personnel in Ophthalmology (2)
    American Association of Certified Allied Health Personnel in Ophthalmology (2)
    TOTAL (4)

The term of membership is three years; members may be reappointed, and no maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/OMA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Ophthalmic Medical Assistant," Essentials revised 1981 and Guidelines approved 1982.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA,.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/OMA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the *Essentials*, submitting the *Self-Study Report* within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $300; Evaluation Fee - $400; Letter of Review $150.

## JOINT REVIEW COMMITTEE FOR PERFUSION EDUCATION

AMA-CAHEA
535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-645-4627

Chairperson
LeRoy H. Ferries, BS, CCP
Cardiovascular Lab Manager
Marshfield Clinic
1000 N. Oak Avenue, 2C-1
Marshfield, Wisconsin 54449

The Joint Review Committee for Perfusion Education (JRC-PE) was established in 1980. The JRC-PE is sponsored by the American Association for Thoracic Surgery, American Board of Cardiovascular Perfusion, American Society of Extra Corporeal Technology, and the Society of Thoracic Surgeons.

ACCREDITATION FUNCTION: The JRC-PE recommends to the Committee on Allied Health Education and Accreditation (CAHEA--see p. 136) of the American Medical Association the appropriate accreditation category for educational programs for perfusionists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditationas a review committee cooperating with CAHEA. Listed by the U.S. Department of Education as a review committee cooperating with CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for perfusionists. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS
19 perfusionist education programs

MEMBERSHIP: The JRC-PE consists of eight members' two each appointed by the:
American Association for Thoracic Surgery
American Board of Cardiovascular Perfusion
American Society of Extra Corporeal Technology
Society of Thoracic Surgeons
TOTAL (10)

Terms of appointments are annual but not to exceed six years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC-PE REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials and Guidelines of an Accredited Education Program for the Perfusionist," approved 1980.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC-PE administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual fee - $250; Survey Fee - Site visit costs.

## JOINT REVIEW COMMITTEE ON EDUCATIONAL PROGRAMS FOR PHYSICIAN'S ASSISTANTS

535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-751-6280

Secretary
    Lawrence M. Detmer, MHA
Chairperson
    F. Maxton Mauney, Jr., MD, FACS
    257 McDowell Street
    Asheville, North Carolina 28803

The Joint Review Committee on Educational Programs for Physician's Assistants (JRC/PA) was established in 1972. The Committee is sponsored by the American Academy of Family Physicians, the American Academy of Pediatrics, the American Academy of Physician Assistants, the American College of Physicians, the American College of Surgeons and the Association of Physician Assistant Programs.

ACCREDITATION FUNCTION: The JRC/PA recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for physician assistants and surgeon assistants.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. The Committee is also listed with CAHEA by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Maintains shared policies and procedures with CAHEA in assessing compliance with standards established for programs preparing physician assistants and surgeon assistants. Geographic scope is national. Programs outside the U.S. may be reviewed by the JRC/PA only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
52 physician assistant programs
3 surgeon assistant programs

MEMBERSHIP: The JRC/PA consists of members appointed by the:

| | |
|---|---|
| American Academy of Family Physicians | (2) |
| American Academy of Pediatrics | (2) |
| American Academy of Physician Assistants | (3) |
| American College of Physicians | (2) |
| American College of Surgeons | (2) |
| Association of Physician Assistant Programs | (2) |
| TOTAL | (13) |

Term of membership is three years. Members may be reappointed for an additional three year period. After serving two full terms, the member must be retired from the Committee for at least one (1) year before being eligible for reappointment. Completion of an unexpired term of another member does not constitute a full term.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/PA REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for Assistants to Primary Care Physicians," revised 1978, revision in process 1984.
"Essentials and Guidelines of an Accredited Educational Program for the Surgeon's Assistant," revised 1982.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC-PA administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the Essentials, submitting the Self-Study Report and an application for continuing accreditation within a reasonable period of time, agreeing to a reasonable on-site evaluation date, and submitting required progress reports.

FEES: Annual fee - $450; Initial Application Fee - $450; On-Site Evaluation Fee - $250.

# JOINT REVIEW COMMITTEE FOR EDUCATION IN RADIOLOGIC TECHNOLOGY

111 N CANAL STREET, STE 524
CHICAGO, ILLINOIA 60606-7203
TELEPHONE: 312-902-1100

Executive Director
    (Unnamed)
Chairperson
    Robert H. Sagerman, MD
    Upstate Medical Center
    State University of New York
    750 E Adams Street
    Syracuse, New York 13210

The Joint Review Committee for Education in Radiologic Technology (JRCERT) was established in 1969. The JRCERT is sponsored by the American Society of Radiologic Technologists and the American College of Radiology.

ACCREDITATION FUNCTION: The JRCERT recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation category for educational programs for radiation therapy technologists and radiographers.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation as a review committee for CAHEA. Listed by the US Department of Education as a review committee for CAHEA.

SCOPE OF ACCREDITATION: Cooperates with CAHEA in accrediting educational programs for radiation therapy technologists and radiographers. Geographic scope is national; programs outside the U.S. may be reviewed by the JRCERT only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
    101 radiation therapy technology
    744 radiography

MEMBERSHIP: The JRCERT consists of members appointed by the:
    American Society of Radiologic Technologists (3)
    American College of Radiology (3)
    TOTAL (6)

The term of membership is three years; members may be reappointed, and no maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRCERT REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Radiation Therapy Technologist"; revised 1982.

"Essentials and Guidelines of an Accredited Educational Program for the Radiographer"; revised, 1983.

ACCREDITATION CATEGORIES: See Accreditation Categories, CAHEA.

THE ACCREDITING PROCESS: See the Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRCERT administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, documenting that the program has retained key program personnel as required by the *Essentials*, submitting the *Self-Study Report* within a reasonable period of time, agreeing to a reasonable site visit date, and submitting required progress reports.

FEES: Annual Fee - $300 + $90 per clinical affiliate; Evaluation fee - $725 + site visit costs.

## JOINT REVIEW COMMITTEE FOR RESPIRATORY THERAPY EDUCATION

1701 W. EULESS BOULEVARD
SUITE 200
EULESS, TEXAS 76040
TELEPHONE: 817-283-2835 or 2836

Executive Director
    Philip A. von der Heydt
Chairperson
    Gilbert D. Grossman, MD
    Emory University School of Medicine
    35 Linden Avenue, NE, Ste 5311
    Atlanta, Georgia 30365

The Joint Review Committee for Respiratory Therapy Education (JRCRTE) was established in 1956 as the Board of Schools for Inhalation Therapy. The present title was adopted in 1974. The JRCRTE is sponsored by the American Association for Respiratory Therapy, American College of Chest Physicians, American Society of Anesthesiologists, and the American Thoracic Society.

ACCREDITATION FUNCTION: The Joint Review Committee for Respiratory Therapy Education recommends to the Committee on Allied Health Education and Accreditation, American Medical Association, the appropriate action regarding the accreditation of educational programs for respiratory therapists and respiratory therapy technicians.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditation and the U.S. Department of Education as a review committee cooperating with CAHEA.

SCOPE OF ACCREDITATION: Educational programs for respiratory therapists and respiratory therapy technicians. Geographic scope is national, including Puerto Rico.

NUMBER OF ACCREDITED PROGRAMS:
    254 respiratory therapist programs
    194 respiratory therapist technician programs

MEMBERSHIP: The Joint Review Committee for Respiratory Therapy Education is composed of:

| | |
|---|---|
| representatives from the American Society of Anesthesiologists | (2) |
| representatives from the American College of Chest Physicians | (2) |
| representatives from the American Thoracic Society | (2) |
| representatives from the American Association for Respiratory Therapy | (6) |
| public member | (1) |
| TOTAL | (13) |

Term of membership varies among appointing organizations.

ACCREDITATION AND CERTIFICATION: All candidates who sit for the certification examinations for respiratory therapists and respiratory therapist technicians must be graduates of a JRCRTE/CAHEA accredited program.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: See Eligibility Requirements for Application for CAHEA accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational program for the Respiratory Therapy Technician and Respiratory Therapist," 1986.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA..

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited program is required to submit an annual report to CAHEA. This report, filed on a standards form supplied, requests statistical data concerning students, faculty, and such other information as CAHEA may from time to time require.

FEES:

| | |
|---|---|
| Annual Fee | $300 + $25 for each affiliate |
| Initial Evaluation Fee | $500 |
| Initial Survey Fee | Actual Cost |
| Reevaluation On Site Fee | Actual Cost |

# JOINT REVIEW COMMITTEE ON EDUCATION FOR THE SURGICAL TECHNOLOGIST

8307 SHAFFER PARKWAY
LITTLETON, COLORADO 80127
TELEPHONE: 303-978-9010

Secretary/Treasurer
Sheilia Berglund, CST

Chairperson
John R. Rivers
American Hospital Association
One Ward Parkway, Suite 105
Kansas City, Missouri 64112

The Joint Review Committe on Eduation for the Surgical Technologist (JRCT/ST) was established in 1974. The JRC/ST is sponsored by the American College of Surgeons, the American Hospital Association and the Association of Surgical Technologists.

ACCREDITATION FUNCTION: The JRC/ST recommends to the Committee on Allied Health Education and Accreditation of the American Medical Association the appropriate accreditation recognition merited by applicant programs for the education of surgical technologists.

RECOGNITION STATUS: Recognized by the Council on Postsecondary Accreditationas a review committee within the scope of CAHEA. The Committee is also listed with CAHEA by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Maintains shared policies and procedures with CAHEA in assessing compliance with standards established for programs preparing surgical technologists. Geographic scope is national. Programs outside the U.S. may be reviewed by the JRC/ST only if they are in territories, possessions, or protectorates of the U.S.

NUMBER OF ACCREDITED PROGRAMS:
102 surgical technology programs

MEMBERSHIP: The JRC/ST consists of members appointed by the:
American College of Surgeons (1)
American Hospital Association (1)
Association of Surgical Technologists (1)
TOTAL (3)

Each organization is also represented by an alternate member. The term of membership is three years; members may be reappointed. No maximum tenure is specified.

ELIGIBILITY REQUIREMENTS FOR APPLICATION FOR JRC/REVIEW: See Eligibility Requirements for Application for CAHEA Accreditation.

ACCREDITATION STANDARDS (ESSENTIALS) AND GUIDELINES: "Essentials and Guidelines of an Accredited Educational Program for the Surgical Technologist"; adopted 1972; Guidelines approved 1980.

ACCREDITATION CLASSIFICATIONS: See Accreditation Classifications, CAHEA.

THE ACCREDITING PROCESS: See The Accrediting Process, CAHEA.

ADMINISTRATIVE REQUIREMENTS FOR MAINTAINING ACCREDITATION: JRC/ST administrative requirements for maintaining accreditation include timely payment of review committee accreditation fees, notice of appointments of key program personnel with current curriculum vitae, as required by the *Essentials*; submitting accreditation documents within a reasonable period of time; agreeing to a reasonable on-site evaluation schedule; and submitting required progress reports.

FEES: Annual fee - $250; Application/survey fee - $500.

## NATIONAL ARCHITECTURAL ACCREDITING BOARD

1735 NEW YORK AVENUE, N.W.
WASHINGTON, D.C. 20006
TELEPHONE: 202-783-2007

Executive Director
    John Maudlin-Jeronimo, AIA
President (1986-87)
    Robert M. Lawrence, FAIA, Architect

The National Architectural Accrediting Board was founded in 1940 by an agreement between the American Institute of Architects (AIA), the Association of Collegiate Schools of Architecture (ACSA), and the National Council of Architectural Registration Boards (NCARB).

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Awards accreditation only to first professional degree programs in architecture. The programs eligible for accreditation are, generally: (1) Bachelor of Architecture (usually five years); (2) Master of Architecture with pre-professional requirement (usually six years); (3) Master of Architecture without pre-professional requirement (usually degree plus 3.5 years). Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 92 institutions with one or more first professional programs.

MEMBERSHIP: NAAB consists of an 11 member board. Sponsoring organizations appoint nine members for three-year terms; of these, three each are nominated by AIA, ASCA, and NCARB. One is nominated by AIAS (American Institute of Architecture Students) for a one-year term, and one public member/academic generalist is selected by the Board for a three-year term.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program to be accredited must prepare an acceptable Architectural Program Report (APR), graduate a typical class from the program to be accredited, and demonstrate that it is effective in developing in students the abilities and attitudes indicated in the NAAB program evaluation criteria in the course of the accreditation process. A two-year period of candidacy status must preceed the submission of the A.P.R. for initial accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria and Procedures, NAAB.

ACCREDITATION AND CLASSIFICATION:

Accreditation: Applies for a specific period of time (not to exceed seven years) to a first professional degree program that is judged to have an acceptable Architectural Program Report, that provides evidence of commitment by the school and institution to implementation of the plan, and that is deemed accreditable in terms of the evaluative criteria.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: When accreditation is not conferred, the academic institution is advised of the decision, the reasons for it, and appeal procedures.

THE ACCREDITING PROCESS:

(1) The institution requests initial accreditation, or NAAB schedules an accreditation review based upon the previous Architectural Program Report (APR), accreditation reports, and annual reports.
(2) The school submits its APR to NAAB.
(3) The APR is reviewed by NAAB for completeness and integrity. NAAB may accept the APR, require augmentation prior to a visit, or reject the APR.
(4) An on-site visit by an evaluation team is scheduled following the submission of a satisfactory APR. The team usually consists of three members and normally includes an educator from ACSA, one practitioner, and one NAAB member. It may also include a student or intern in architecture. The duration of the visit is three days. Travel expenses of the team are billed by NAAB to the host institution with the cost of the APR review.
(5) The visiting team submits a report which contains (a) factual findings, evaluations, and recommendations to the school; and (b) a recommendation on accreditation.
(6) The visiting team report is reviewed by the NAAB and, if necessary, revised in coordination with the visiting team. The report is then sent to the school for correction of factual errors (the school may file supplemental material and respond to the facts and conclusions set forth in the report).
(7) Factual errors in the visiting team report are corrected and the report with the recommendation on accreditation status is submitted to NAAB for action. Institutional representatives may appear before NAAB to discuss the visiting team report before a decision is made or at a subsequent meeting of the Board.
(8) The institution is informed of the NAAB actions by the NAAB president, and is sent an official copy of the final visiting team report.
(9) The institution may accept the accreditation action or, in the event of an NAAB decision to terminate accreditation, the institution may initiate appellate procedures within thirty days of receipt; otherwise the report will be considered public.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: NAAB requires an annual report from the school which documents the advancement of the program with respect to its own intentions, and which provides response to NAAB recommendation in the previous accreditation report.

Essential statistical data is also updated each year in the report, using the format provided by NAAB. The school also verifies the accuracy of previously reported data. A catalogue and a copy of other current publications describing the school are furnished as a part of the annual report.

NAAB reviews the annual report, may request additional information, and considers the acceptability of the report. Absence of a report, or an unsatisfactory report, may result in a change in the visit schedule for that program.

FEES: Total cost of on-site visit is paid by sponsoring organization.

# NATIONAL ASSOCIATION OF SCHOOLS OF ART AND DESIGN

11250 ROGER BACON DRIVE, SUITE 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
    Samuel Hope
President
    Eugene C. Wicks, Director
    School of Art and Design
    University of Illinois at Urbana-Champaign

The National Association of Schools of Art and Design was established in 1944 as the National Association of Schools of Design. The name was changed to National Association of Schools of Art in 1960, and the present title was adopted in 1981.

## POSTSECONDARY ACCREDITING BODIES:

### COMMISSION ON ACCREDITATION

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a national recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions offering associate, baccalaureate, and/or graduate degree programs in art/design related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF ACCREDITED INSTITUTIONS: 145

MEMBERSHIP: The Accrediting Commission consists of a total of nine members elected by the delegate assembly of the association from among individuals officially representing member institutions. The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographic distribution. Two public members are appointed by the president with the advice and consent of the board. Term of office is three years. The term of office of public members is one year and may be renewed upon recommendation of the board.

ELIGIBILITY REQUIREMENTS FOR MEMBERSHIP: The following eligibility requirements apply to degree granting institutions.

(1) The institution shall maintain a curricular program in visual arts training.
(2) The institutions shall offer at least one complete degree program- e.g., Bachelor of Fine Arts, Bachelor of Arts with major in Art, et. al.- or shall provide the visual arts component of a degree program offered in conjunction with an accredited degree-granting institution.

(3) The institution shall have graduated at least one class of students who have been through the institution's own program from beginning to final year and another class shall be in readiness subject to examination.

(4) An institution offering graduate programs must have graduate students in residence.

(5) The institution's legal authority shall be clearly stated in its published materials as identified by its charter, authority to grant degrees, structure of control, profit or non-profit status, and any affiliation with a parent institution.

(6) All policies regarding admission and retention of students, as well as those pertaining to the school's evaluation of progress, shall be clearly defined in literature published by the institution.

(7) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.

(8) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.

(9) The institution shall have facilities and equipment adequate to the needs of its educational program.

(10) The institution shall have library space and resources adequate to the needs of its educational program.

(11) The institution demonstrates commitment to a program of continous self-evaluation.

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The following eligibility requirements apply to non-degree-granting institutions:

(1) The institution shall offer as part of its regular program studies which reflect attention to such areas as art history and criticism. Such studies may be in addition to, or in conjunction with, studio studies.

(2) The institution shall maintain a curricular program in studio art at various levels according to the needs of its students.

(3) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year or year-round basis.

(4) The institution's legal authority shall be clearly stated in its published materials as identified by its charter, structure of control, profit or non-profit status, and any affiliation with a parent institution.

(5) All policies regarding the admission and retention of students, those pertaining to the school's evaluation of progress through its educational program, as well as those concerning the operation of certification or diploma programs, shall be clearly defined in literature published by the institution.

(6) All tuition, fees and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.

(7) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.

(8) The institution shall provide in its institutional catalog a complete description of each course or program offered.

(9) Although only federal and state governments shall have legal jurisdictional powers and responsibilities in matters of public law, the institution should develop an appropriate code of ethical standards governing institutional and programmatic practices that recognizes social concerns relevant to quality education.

(10) The institution shall have facilities and equipment adequate to the needs of its educational program.

(11) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Degree Granting Institutions" and "Standards for Non-Degree-Granting Institutions" in NASAD Handbook published in 1985-86 and biennially.

ACCREDITATION CLASSIFICATIONS: Associate membership may be granted to institutions applying for the first time which meet a substantial portion of the standards of the Association, and which show promise of being able to meet completely the Association's standards for all art/design curricula offered by the institution. Accreditation with Associate Membership is valid for up to five years. At the end of this period, such institutions will be required to satisfy all criteria for Membership in the Association.
Membership is granted to institutions meeting all of the standards of the Association. Institutions approved for Membership are granted five-year periods of accreditation. At the end of five years, the institution is expected to apply for Renewal of Membership.
Institutions approved for Renewal of Membership are granted ten-year periods of accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding Membership in NASAD shall be defined as denial of Membership, revocation of Membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action of an application for Membership.

THE ACCREDITING PROCESS:

(1) Application for Membership accompanied by an application fee, is filed with the National Office. The application fee for each of the first two visits for accreditation is $500. After the second visit for accreditation, there is no further application fee.

(2) A self-study is required of all institutions/programs applying for accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of the team members.

(4) A report of the visiting team is submitted to the Commission, after first being submitted for comment to the host institution.
(5) After formal examination and recommendation by the Commission the membership status of the institution is determined.
(6) Notification of projected membership status is forwarded to the institution approximately one month following the Commission meetings.
(7) The association publishes a statement of policy and procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBER INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics, and the rules of practice and procedure adopted by the association.
(2) Institutions are required to file annual reports and such other reports as may be required by the association.
(3) When instituting new or substantially revised curricula, institutions holding Membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $450 to $850 per institution depending upon the size of the art program.

# AMERICAN ASSEMBLY OF COLLEGIATE SCHOOLS OF BUSINESS

605 OLD BALLAS ROAD
SUITE 220
ST. LOUIS, MISSOURI 63141
TELEPHONE: 314-872-8481

Executive Vice President
    William K. Laidlaw, Jr.

President
    John P. Evans, Dean
    School of Business Administration
    University of North Carolina at Chapel Hill

Vice President and President-Elect
    Thomas A. Bausch, Dean
    College of Business Administration
    Marquette University

The American Assembly of Collegiate Schools of Business was established in 1916 as the American Association of Collegiate Schools of Business. The present title was adopted in 1972.

POSTSECONDARY ACCREDITING BODY:

ACCREDITATION COUNCIL
Director of Accreditation
    Milton R. Blood
Associate Director, Accreditation
    Richard T. Wines
Associate Director, Accounting Accreditation
    Jane T. Rubin
Assistant Director, Accreditation
    Eunice K. Lange

The Accreditation Council was established in 1972 and assumed the responsibility for evaluation and accreditation which had been performed by the association since 1919. In 1982, the Accreditation Council undertook the accreditation of accounting programs meeting standards in addition to those employed for business administration accreditation.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to baccalaureate and master's degree programs in business administration and management. Also grants accreditation of baccalaureate and master's degree programs in accounting. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:
247 Business Administration accreditation
61 Accounting accreditation

MEMBERSHIP: The Accreditation Council is a division of the AACSB, composed of collegiate institutions offering programs of instruction at the baccalaureate or master's level(s) accredited by the Council. Within the corporation, the Accreditation Council has sole jurisdiction over accreditation standards, procedures, and decisions; admission of institutions to membership in the Accreditation Council; the probation or suspension of council members; and all other matters pertaining to accreditation.
The Board of Directors shall be composed of eighteen members constituted as follows:

(1) The officers of the corporation -- President, Executive Vice President, Vice President-President Elect, and Secretary-Treasurer.
(2) The immediate Past President of the corporation.
(3) The President of Beta Gamma Sigma.
(4) Six representatives of member institutions offering programs accredited by the Accreditation Council. Two members shall be elected each year to serve three years.
(5) Three representatives of member educational institutions that are not members of the Accreditation Council. One member shall be elected each year to serve three years.
(6) Three representatives of member non-educational institutions. One member shall be elected each year to serve three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: As a precondition for accreditation, the school or college shall:

(1) Be an autonomous degree-recommending school or college reporting to the central administration in the same manner as do all other autonomous degree-recommending units of the institution; academic units with designations other than school or college will be considered for accreditation only if the designation is common to all degree-recommending units in the parent institution and the academic units are essentially identical to units commonly identified as schools or colleges.
(2) Have as its primary mission education for business administration.
(3) Have an intellectual climate which encourages and supports the offering of programs of high academic quality.
(4) Be in an institution accredited by an institutional accrediting body recognized by the Council on Postsecondary Accreditation (COPA).
(5) Have business administration programs which have been established and in operation for such a period of time as to make possible an evaluation of their quality and be expected to demonstrate compliance with the Standards during the self-study year, as well as the year of visitation, of the accreditation process.
In judging "...such a period of time..." factors to be examined are the following: number of years the school has been awarding degrees in business administration (under any title), how many degrees it has already awarded, the number of students currently enrolled, the trend of enrollments where present enrollment is low, continuity of curriculum, faculty, and administration of the school, and other factors deemed relevant.

(6) Have an educational environment which permits the schools to pursue acceptable objectives with a minimum of external interference or diversion of effort.

(7) Have a dean or administrative head who has jurisdiction or participating control over all business administration programs and business administration faculty. However, where accounting programs are administered as autonomous degree-recommending units, this requirement may be waived provided the accounting unit has achieved AACSB accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards and Guidelines" in "AACSB Accreditation Council Policies, Procedures and Standards, 1986-87."

ACCREDITATION CLASSIFICATIONS: Letter of Intent: The letter of intent shall indicate the type (business administration and/or accounting) and level of accreditation sought (baccalaureate and/or master's) and shall state that the written self-study report will be submitted by June 1 of the next calendar year.
Accredited Status: Granted to institutions which indicate compliance with the standards for accreditation. A revisitation is required every nine years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferral of Initial Accreditation Decision: If the applicant school has disconformities with the standards or there are issues which can be resolved within one calendar year, but which preclude immediate accreditation, the school's application may be deferred until the next annual meeting of the Accreditation Council. The school will be required to report actions taken to correct the disconformities. If the school remedies the deficiencies, it will be recommended for accreditation. If the deficiencies continue to exist, accreditation will be denied.
Denial of Accreditation: If the applicant school has disconformities with the standards which cannot be remedied within one calendar year, the applicant school will not be accredited. There should be at least one intervening year between denial of accreditation and the initiation of a new application for accreditation.
Probation and Suspension: A school which does not maintain accreditation standards may be placed on annual probation for a period not to exceed three years. If the school does not rectify disconformities during this period, its accredited status will be suspended. However, when an accredited school does not immediately meet the requirements of revised standards or guidelines, a reasonable period shall be permitted for conformity thereto without incurrence of probation or suspension. Suspension may be imposed for cause without a prior period of probation. Suspension of an institution's accreditation shall be made known to any interested party and reflected by its omission from the list of Accreditation Council members published by the AACSB. Decisions to place member institutions on probation shall be kept on a strictly confidential basis.

THE ACCREDITING PROCESS:

(1) A letter of intent must be submitted, indicating the type (business administration and/or accounting) and level of accreditation sought (baccalaureate and/or master's).

(2) A self-study report must be submitted. An application fee of $2250 for one level of accreditation is charged; $3000 for two levels of accreditation.

(3) A written analysis of the self-study report is forwarded to the applicant institution.

(4) An on-site evaluation team visit follows the submission and analysis of the self-study report. The team is composed of three to four members who are appointed with every possible consideration of the nature of the applicant school. The usual duration of the visit is 2 1/2 to 3 days. Expenses of the visit are assumed by the host institution and usually average about $750 per team member. A $2250 continuing analysis fee, regardless of whether one or both levels of accreditation are sought, is charged for schools having an on-site visit.

(5) The report of the findings of the team, including the institution's strengths and weaknesses, is forwarded to the chief executive officer and head of the business unit. The institution may file a written response within two weeks of the receipt of the team's report.

(6) The Initial Accreditation Committee or the Accounting Accreditation Committee considers the self-study report, the visitation team report, and the applicant's response. There is opportunity for conference of the committee with representatives of the institution.

(7) The Initial Accreditation Committee or the Accounting Accreditation Committee recommends accreditation to the Accreditation Management Committee, which makes its recommendations to the Board of Directors.

(8) The Board of Directors recommends accreditation action to the Accreditation Council.

(9) A report of the action of the Accreditation Council is forwarded to the institution at the time of the Council's annual meeting. A report of negative action includes a specific statement of reasons.

(10) An institution may avail itself of the established appeals procedure established by the Accreditation Council.

ANNUAL FEES: Annual fees for AACSB member institutions holding business administration accreditation at the baccalaureate and/or master's level(s) are:

| | |
|---|---|
| One level (baccalaureate or master's) | $1350 |
| Two levels (baccalaureate and master's) | $2050 |

Additional annual fees to AACSB member institutions holding accounting accreditation are:

| | |
|---|---|
| One level (baccalaureate or master's) | $1350 |
| Two levels (baccalaureate and master's) | $2050 |

## COUNCIL ON CHIROPRACTIC EDUCATION

3209 INGERSOLL AVENUE
DES MOINES, IOWA 50312
TELEPHONE: 515-255-2184

Executive Secretary
Ralph G. Miller
President
Beatrice B. Hagen, D.C.
Logan College of Chiropractic
1851 Schoettler Road
Chesterfield, Missouri 63017

The Council on Chiropractic Education was established in 1947 by the Committee on Educational Standards of the National Chiropractic Association (now the American Chiropractic Association) and the Council of State Chiropractic Examination Boards. It was incorporated as an autonomous national organization in 1971. It is sponsored by the American Chiropractic Association, the International Chiropractors Association, and the Federation of Chiropractic Licensing Boards.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Accreditation Director
Lilla E. Engdahl
Chairperson
Dr. Patrick H. Sullivan, Jr.
Chiropractor

The Commission on Accreditation as established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized specialized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits institutions offering first professional degrees in chiropractic; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS: 12 accredited institutions; 3 recognized candidates for accreditation.

MEMBERSHIP: The Commission on Accreditation is composed of nine members, as follows:

- 2 members appointed by the voting institutional members from the faculties or administrative officers of the member colleges
- 2 members appointed by the sponsoring Federation of Chiropractic Licensing Boards

3 members appointed by the sponsoring national associations. In case of multiple sponsorship, the appointments will be made on the basis of prorated certified membership of the sponsoring organizations.

2 nonchiropractic members, representing the general public, appointed by the Council on Chiropractic Education

Members shall not be acting in any official capacity in the sponsoring professional organizations. Term of membership is three years.

ACCREDITATION AND LICENSURE: Approximately 40 chiropractic licensing boards require graduation from a CCE status-holding institution for licensure. All 52 U.S. licensing jurisdiction accept applications for licensure from graduates of CCE status-holding chiropractic colleges.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible to apply for preaccreditation or accredited status, a college shall:

(1) Have a charter. It is strongly recommended that a college be incorporated under the laws of the state of its residence as a nonprofit, nonproprietary institution exempt from taxation due to its devotion to educational purposes, and there should be no disbursing of income or assets which inure to the benefit of any private party. An institution must be lawfully operating in its state of residence.

(2) Have formal authority from the appropriate governmental agency of its state of residence or its state of charter to award D.C. degrees.

(3) Have a governing board of not less than nine members which includes representation reflecting the public interest.

(4) Have the internal organization and financial base or funding commitments to adequately carry on current and projected operations for the required level of institutional excellence.

(5) Have employed a chief executive officer.

(6) Have complied with the CCE admissions criteria for no less than two years.

(7) A. Have institutional objectives which embrace those stated in the Educational Standards as well as a clear statement of a plan for achieving them.

B. Have a Long Range (Five Year) Plan updated at least every two years which is a clear statement of anticipated actions to achieve the institutional mission or purpose, goals and objectives as related to the Education Standards.

(8) Offer a curriculum, the content, scope and organization of which embrace the Educational Standards.

(9) Have facilities, equipment and faculty sufficient for teaching and training the student body in accordance with its educational objectives.

(10) Furnish the Commission on Accreditation with a certified copy of a formal action taken by its governing board at a legally constituted meeting indicating subscription to the standards, rules and policies of CCE as set forth in Article 3.01(1) of its Bylaws.

(11) Have established a record of compliance with generally accepted standards of professional ethics especially with respect to student recruitment and public information.

ACCREDITATION STANDARDS AND GUIDELINES: "Educational Standards for Chiropractic Colleges," February, 1986.

ACCREDITATION CLASSIFICATIONS: Recognized Candidate for Accreditation: Indicates that the institution complies with eligibility requirements, is actively engaged in the process of seeking accreditation, and allows the Commission to assist in the development of the institution and its self-study. Maximum term is four years.
Accredited: Granted to institutions that, upon completion of the full accreditation procedure, are deemed to comply with the standards. To be eligible, an institution must demonstrate compliance with eligibility requirements. Maximum term is five years.

ACCREDITATION ACTIONS/DECISIONS: The following actions are utilized by the Commission with respect to Recognized Candidate for Accreditation status. (As of January 1, 1987, the Recognized Candidate for Accreditation status will no longer be granted. Institutions holding such status will be permitted to complete the accreditation process in place when they began):

(1) Grant Recognized Candidate for Accreditation status.
(2) Defer action on granting Recognized Candidate for Accreditation status for a certain time pending receipt of specified evidence.
(3) Denial of Recognized Candidate for Accreditation status.
(4) Revocation of Recognized Candidate for Accreditation status, for cause, following appropriate due process.

The following five status actions are utilized by the Commission with respect to accreditation:

(1) Awarding of Accreditation:
    Decision to award Initial Accreditation or Renewal of Accreditation:
    a. With recommendations:
        i. With timetable for action
        ii. Without timetable for action
        iii. With a request for progress reports at specified times
    b. Without recommendations
    c. With other specified conditions.

An institution may be awarded initial accreditation with Confidential Probation but will not be awarded initial accreditation with Public Probation.

(2) Deferment of a Decision to Award Initial Accreditation:
    Deferment of a decision for a certain time pending receipt of specified written evidence based on one or more of the following:
    a. Information indicating compliance with recommendations.
    b. A supplementary visit by Commission representatives.
    c. Additional Consultant's report(s) and/or Commission visit(s).
    d. A meeting with representatives of the institution.
    e. Other specified conditions.
    f. Any combination of items 2.a. through 2.e.

(3) Decision to Deny an Award of Initial Accreditation:
    A decision to deny an award of initial accreditation will include one or more of the following:
    a. Commission identifies criteria not being met.

b. Recommendations by Commission to assist institution in meeting criteria.
c. Recommendations may be without a timetable.
d. Recommendations by Commission of one or more mutually agreed upon consultants.
e. The Commission may offer Recognized Candidate for Accreditation status, with or without conditions and/or recommendations (available option until January 1, 1987); any other institution having formal authority, as of July 1, 1982, from the appropriate governmental agency of its state of residence or its state of charter to award D.C. degrees.

(4) Deferment of a Decision to Award Renewal of Accreditation: Deferment of a decision to award renewal of accreditation for a period no longer than one calendar year from the decisional date pending review of specified written evidence based on one or more of the following:

a. Information in a special report indicating compliance with recommendations.
b. A supplementary visit by Commission representatives.
c. Additional Consultant's report(s) and/or Commission visit(s).
d. A meeting with representatives of the institution.
e. Other specified conditions.

An Institution receiving a deferment of a decision to award renewal of accreditation will automatically be placed on Confidential Probation for a period of six months from the decisional date or until such time within this six month period that the Commission renders a decision to award renewal of accreditation. After the six month deadline, the institution will be placed on Public Probation for the remainder of the one year deferment period or until such time within the period that the Commission renders a decision to award accreditation.

(5) Decision to Deny an Award of Renewal of Accreditation: A decision to deny an award of renewal of accreditation constitutes revocation of accreditation and will follow the twelve month probationary period cited in item 4 *supra*.

(6) Possible Steps to Disaccreditation Irrespective of an Institutional Application for Renewal of Accreditation:

a. Accredited -- Confidential Probation -- Public Probation -- Disaccreditation
b. Accredited -- Public Probation -- Disaccreditation

In no case will an institution become disaccredited without first having an assigned probationary period which offers the institution opportunity for correction of areas of noncompliance.

(7) Reinstatement of Accreditation:

a. The submission and evaluation of a new institutional self evaluation report and/or the submission of specified information in a special report updating the self evaluation report.
b. A visit by a Commission Evaluation Team or Commission representative(s).
c. A hearing on the new self evaluation report and/or special report and/or consultant(s) report along with the team report.

THE ACCREDITING PROCESS: The accrediting process consists of three major parts which lead to a status decision by the Commission on Accreditation;

- The self-study conducted by the institution
- The on-site evaluation by a visiting team
- The hearing by the Commission on Accreditation

To be eligible to apply for status an institution must demonstrate compliance with the eligibility requirements of the CCE Educational Standards for Chiropractic Colleges before proceeding.

The Self-Study report is the formal application for status. It is a written report of the comprehensive self evaluation carried out by the institution at the direction of its governing board and through its self evaluation committee.

If the Self-Study indicates that the institution is ready for an on-site peer evaluation a team of five or six members visits the institution for three days (typically) to verify information submitted in the Self-Study and to evaluate first-hand the institutions compliance with the Standards.

The cost of the team visit is borne by the evaluated institution through assessment of an established fee.

Following the visit the Team Chair writes the Team Report in Draft Form. This is submitted to the college for correction of factual errors before being finalized for distribution to the Commission members, the visiting team and the institutional president and Board Chair. The institution is directed to respond to the Team Report.

The Commission on Accreditation holds two meetings a year. At which time they meet with institutional representatives of those institutions undergoing evaluation for status. Through questions and discussion the Commission clarifies and seeks to better understand the conditions at the institution in relation to the standards.

Lastly, the Commission makes a status decision and informs the institution. If the decision is adverse, the institution may appeal it.

OBLIGATIONS OF ACCREDITATION: Institutions receiving initial accreditation or renewal of accreditation accept certain obligations. The Commission on Accredi- tation defines those obligations as follows:

The institutions must:

(1) Maintain compliance with the current Educational Standards.
(2) Submit required information to the Commission at times specified.
(3) Promptly inform the Commission of substantive changes at the institution which may affect the institution's compliance with the Educational Standards.
(4) Address and resolve the concerns identified by the Commission resolution.
(5) Provide each of the Commission members and the Commission office with all publicity materials used by the institution.
(6) Accept reevaluation for cause when the Commission determines that such reevaluation is necessary.

(7) Conduct ongoing self-evaluation involving broad and appropriate constituent groups.
(8) Involve broad participation of constituencies in development and/or review of institutional mission, goals and policies.
(9) Provide for internal coordination of accrediting activities.
(10) Conduct, update and implement long-range planning.
(11) Comply with all appropriate jurisdiction policies, laws and procedures.
(12) Cooperate with the Commission in conducting the accreditation process.
(13) Participate in the development and implementation of policies and procedures for accreditation when requested.
(14) Give attention to enhancement of quality in the institution's educational program.

ANNUAL DUES: All CCE member colleges must pay dues, according to the following schedule:

| | |
|---|---|
| Accredited status | first 100 students--$3,600 |
| Recognized candidate for accreditation status | first 100 students--$2,800 |
| Non-U.S. Member colleges | Basic fee assessment--$300 |

In each category stated above, an increment of $100 shall be added for each additional 100 students, or fraction thereof, over the first 100 students based upon the enrollment figures submitted to the executive offices in October of each preceding year.

## AMERICAN COUNCIL FOR CONSTRUCTION EDUCATION

1015 15TH STREET, N.W., SUITE 700
WASHINGTON, DC 20005
Telephone: 202-347-5875

Executive Vice President
Robert M. Dillon

President and Chairman of the Board of Trustees
Dr. Daniel E. Dupree, Dean
College of Pure and Applied Sciences
Northeast Louisiana University
Monroe, Louisiana 71201

The American Council for Construction Education was founded in 1964 and incorporated in the State of Oklahoma on December 9, 1974, having as its original members of incorporation representatives ,of the American Institute of Constructors, the Associated Schools of Construction, the Associated Builders and Contractors, Inc., the Associated General Contractors of America, the American Road and Transportation Builders Association, the Mechanical Contractors Association, the National Constructors Association, the National Electrical Contractors Association, and the Sheet Metal and Air Conditioning Contractors National Association.

POSTSECONDARY ACCREDITING BODY:

BOARD OF TRUSTEES

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits four-year baccalaureate programs in construction, construction science, construction management, and construction technology; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 18

MEMBERSHIP: The Board of Trustees is composed of:

| | |
|---|---|
| 10 | full-time faculty members or administrators from baccalaureate or post-baccalaureate programs in COPA accredited institutions, at least half of whom are from ACCE accredited programs |
| 10 | representatives of corporation (practitioner) members |
| 2 | professsional association members |
| 4 | public interest members |
| 2 | industry-at-large members |
| 1 | Executive Vice President (without vote) |
| 29 | TOTAL |

All members are appointed by the Board of Trustees for one-year terms. There is no limit on the number of consecutive terms.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional membership in the Council.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be considered for accreditation, a program in construction education must:

(1) Be located in an institution of higher learning which has been accredited by the appropriate COPA-recognized regional accrediting agency.
(2) Have been in operation long enough to permit an objective evaluation of its education program.
(3) Offer a baccalaureate program of no less than four years with major emphasis on professional construction education.

ACCREDITATION STANDARDS AND CRITERIA: "Standards and Criteria" (revised 1986).

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which demonstrate compliance with accrediting standards and criteria, for a maximum term of five years.
Probationary Accreditation: When an accredited program fails to maintain acceptable standards, it may be placed on a two-year probationary accreditation status, after which another full accreditation visit must be scheduled.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: If a program applying for initial accreditation does not evidence compliance with standards and guidelines, accreditation will be denied. In the event that initial accreditation is denied, an institution does not reapply for an accreditation visit until all noted deficiencies have been corrected.
Revocation of Accreditation: If, after a two-year probationary accreditation, the education unit fails to achieve the required standards, the accreditation may be revoked and further accreditation will not be considered until the education unit can demonstrate that it has achieved the requisite standards.

THE ACCREDITING PROCESS:

(1) The accreditation process is initiated by submission of an application. ACCE furnishes the construction unit with copies of its "Guidelines for the Preparation of an Institutional Self Evaluation Study," "Standards and Criteria," "Accreditation Procedures," and "Calendar of Events." The institution returns all appropriate forms and the fee for a site visit.
(2) The institution submits the Self-Evaluation Study report which is reviewed by the Accreditation Committee Chairman, the appointed Visiting Team Chairman. If the program appears to meet ACCE standards, arrangements are made for the site visit. If the program does not appear to meet the standards, the Executive Vice President informs the Chairman of the Board of Trustees, who then makes the decision to override and proceed with the visit, or notify the institution that ACCE recommends that the program remain in Candidate Status and accept guidance. It should be noted, however, that the institution has the right to request that the visit proceed.
(3) An on-site visit by an evaluation team follows the submission of a satisfactory self-evaluation study report. The average team consists of three members and may be accompanied by one member-in-training. A

generalist appointed by the regional accrediting association may also be a member of the team if the institution so requests. The duration of the visit is two to three days. Expenses are paid by ACCE from the application fee.

(4) A draft report of the team's visit is forwarded to the chief executive officer of the institution and to the construction education program administrator to allow them the opportunity to review and check the report for accuracy and to file any supplemental material they deem appropriate in response to facts and conclusions set forth in the draft report.

(5) The visiting team submits the final report of its appraisal of the construction education program and its recommendations concerning accreditation, to the ACCE Accreditation Committee. After review of the report and recommendations, the Committee makes a recommendation to the Board of Trustees for formal action.

(6) If the Accreditation Committee does not concur with the recommendation of the Visiting Team, the President of the Council so notifies the chief officer of the institution and informs him (her) that the matter will be discussed at the annual, mid-year, or a special meeting of the Board. The purpose of this informal notification is to permit the construction unit receiving an adverse recommendation a right to request a reexamination or reconsideration of the recommendation and submit to, or appear before, the Committee on Accreditation with additional facts and information prior to the annual meeting or such other meeting of the Board of Trustees at which final action on accreditation will be taken. It also permits the institution to withdraw its request for accreditation prior to final action by the Board.

(7) Following the meeting of the Board of Trustees at which action has been taken on accreditation status, the President writes to the chief executive officer of the institution, with copies to other appropriate persons, including the regional accrediting agency, advising them of the ACCE Board action. A copy of the final report is sent to the chief executive officer of the institution, the construction program administrator, and the administrator to whom the construction program administrator reports, with additional comments emphasizing the appraisal of strengths and weaknesses, and any recommendations the board of Trustees wishes to make.

(8) The institution has the right to appeal any adverse accreditation action.

PROCEDURES REQUIRED OF ACCREDITED UNITS: Between visitations, the institution is required to report to ACCE any significant changes that have taken place in the unit since its last evaluation. In the third year after accreditation, the institution must submit a complete report indicating the steps that have been taken to address the recommendations made in the accreditation report.

FEES AND DUES: The required fee for an initial evaluation is $2000, with $500 of that amount being due at the time of application and the granting of Candidate Status. If the construction education unit is accredited, a yearly charge of $500 is assessed, with these funds accruing toward the costs of the reaccreditation visit.

## AMERICAN DENTAL ASSOCIATION

211 EAST CHICAGO AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-440-2500

Executive Director
Dr. Thomas J. Ginley

President
Abraham Kobren 10/85-10/86
President-Elect
Dr. Joseph Devine 10/86-10/87

The American Dental Association was established in 1859.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON DENTAL ACCREDITATION
Secretary
Dr. Mario V. Santangelo
Chairperson
Dr. Joel Glover--term ends 5/88

From the early 1940's until 1975, the Council on Dental Education was the agency of the American Dental Association charged with accrediting authority and recognized as the national accrediting organization for dentistry and related educational programs. On January 1, 1975, the Council's accreditation authority was transferred to a newly-created and expanded agency, the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs. In 1979, the name of the agency was changed to the Commission on Dental Accreditation.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: The Commission accredits educational programs in: (1) dentistry, (2) the dental specialties, (3) general practice residency and advanced general dentistry, (4) dental hygiene, (5) dental assisting, and (6) dental laboratory technology. Dental auxiliary education programs culminate in certificates, diplomas, associate degrees, or baccalaureate degrees. Dental education programs culminate in the first professional degree (D.D.S. or D.M.D.). Advanced dental education programs culminate in certificates, although advanced degrees may also be obtained in selected programs. Geographic scope includes the entire United States plus Puerto Rico. A reciprocal agreement with the Council on Education of the Canadian Dental Association provides for recognition of Canadian educational programs accredited by that agency.

NUMBER OF ACCREDITED PROGRAMS:

| | |
|---|---|
| 59 | Dental Schools |
| 441 | Specialty Programs |
| 267 | General Practice Residency Programs |
| 31 | Advanced General Dentistry Programs |
| 289 | Dental Assisting Programs |
| 198 | Dental Hygiene Programs |
| 59 | Dental Laboratory Technology Programs |
| 1344 | Total number of programs accredited as of May 1986 |

MEMBERSHIP: The 20-member Commission on Dental Accreditation consists of:

| | |
|---|---|
| 4 | dental educators selected by the American Association of Dental Schools |
| 4 | dental examiners selected by the American Association of Dental Examiners |
| 4 | dental practitioners selected by the American Dental Association |
| 1 | dental hygienist selected by the American Dental Hygienists' Association |
| 1 | dental assistant selected by the American Dental Assistants Association |
| 1 | dental laboratory technologist selected by the National Association of Dental Laboratories |
| 1 | student representative selected jointly by the American Student Dental Association and the American Association of Dental Schools Council of Students |
| 2 | dental specialists each selected by one of the eight specialty organizations on a rotational basis |
| 2 | public members |

Term of membership is three years, with two consecutive terms permitted. However, student and specialty representatives are appointed for one two-year term.

ACCREDITATION AND LICENSURE: Dentists and dental hygienists (except dental hygienists in Alabama) must be graduates of an accredited program to be eligible for state licensure. However, exceptions are made for graduates of foreign dental programs.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A school of dentistry or a dental hygiene program must be a component of a recognized institution or system of higher education that has been accredited by its COPA-recognized regional association to offer college level programs. An institution housing dental assisting or dental laboratory technology programs must be accredited by its regional accrediting association, an agency recognized by the U.S. Department of Education, or an officially recognized state accrediting agency. Such requirements do not apply to dental specialty and related educational programs which are offered by hospitals.

ACCREDITATION STANDARDS AND GUIDELINES: "Requirements for Advanced Specialty Education Programs",1980, revised 1984. (NOTE: Separate documents are available for each of the eight specialties.)
"Accreditation Standards for Advanced Education Programs: General Practice Residency," 1980; revised 1982.
"Requirements for Advanced Education Programs: General Dentistry," 1980; revised 1984.

"Accreditation Standards for Dental Education Programs," 1986.
"Accreditation Standards for Dental Hygiene Education Programs," 1980.
"Accreditation Standards for Dental Assisting Education Programs", 1980.
"Accreditation Standards for Dental Laboratory Technology Education Programs," 1980.

ACCREDITATION CLASSIFICATIONS: The following accreditation classifications apply to programs which are not fully operational:

Acreditation Eligible: An accreditation classification granted to any program which is in the planning or early stages of development or an intermediate stage of program implementation. This accreditation classification provides evidence to the educational institution, a licensing body, the federal government or other granting agency that, at the time of evaluation, the developing education program appears to have the potential for meeting the standards set forth in the requirements for an accredited educational program for the specific occupational area. The classification "accreditation eligible" must be based upon a site evaluation visit.

Preliminary Provisional Approval: An accreditation classification utilized by the Commission on Dental Accreditation to grant initial accreditation to an educational program based on the review of a Commission application and survey manual. This classification is granted to assure the educational institution and other agencies that the program is developing or has developed according to the guidelines established by the Commission.

The following accreditation classifications apply to programs which are fully operational--i.e. which have students enrolled in each year of the program:

Approval: An accreditation classification granted to an educational program indicating that the program in general achieves or exceeds the basic requirements for accreditation. This accreditation classification specifies that the program has no serious deficiencies or weaknesses; however, recommendations or suggestions relating to program enhancement are generally included in the evaluation report.

Conditional Approval: An accreditation classification granted to an educational program indicating that specific deficiencies or weaknesses exist in one or more basic areas of the program. The deficiencies or weaknesses are considered of such a nature that they can be corrected in a reasonable length of time, which is ordinarily defined as a period not to exceed two years. (Prior to termination of this prescribed period, the Commission will either review a progress report, request that an institutional representative appear before the Commission, or conduct another site visit to determine if the deficiencies or weaknesses have been satisfactorily corrected.) This accreditation classification is considered adequate to meet the eligibility requirements for licensure and certifying board examination.

Provisional Approval: An accreditation classification granted to an educational program indicating that the program has a number of major deficiences or weaknesses in one or more specific areas. This accreditation classification signifies the seriousness of the deficiencies or weaknesses but is considered adequate to meet the eligibility requirements for licensure and certifying board examination. The deficiencies or weaknesses are considered to be of such magnitude that, if not corrected, withdrawal of the program's accreditation will result. Evidence of significant progress must be demonstrated within one year.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial or Revocation of Accreditation: The Commission notifies the program of its findings and proposed decision before rendering a final decision to deny or revoke the accreditation of a program. Upon receipt of the notice to deny or revoke accreditation, the program has the right to a hearing before the Commission and may be represented by counsel. The purpose of the hearing is to offer evidence which will tend to explain, mitigate, and/or refute the findings of the Commission. Upon conclusion of the hearing, the Commission renders its final decision relative to the accreditation of the program. Due process procedures established by the Commission identify the opportunity for institutions to petition an Appeal Board to hear and decide the final status when accreditation is denied or revoked by the Commission. The Appeal Board is comprised of four (4) permanent members: one public representative and one representative each from the American Dental Association, American Association of Dental Schools and American Association of Dental Examiners. A fifth member representing the professional occupation of the appealing program is appointed to the appeals committee as appropriate.

THE ACCREDITING PROCESS:

(1) A comprehensive self-study report, prepared according to a prescribed format, is required of every program seeking any type of initial accreditation or reaffirmation of accreditation.

(2) An on-site visit by an evaluation committee follows the submission of the self-study report. The size of the team varies according to the type of the program and other factors. However, a visiting committee to dental schools usually averages about 15 members; to dental hygiene programs, dental assisting programs and dental laboratory technology programs about three members; to advanced specialty and general dentistry programs, one to two members representing each discipline being reviewed. One or two staff members, or a representative of staff for dental auxiliary programs, accompany the team. Dental school and dental hygiene program administrators are encouraged to invite a representative from the dental examining board of the state to participate in the site visit with the committee. The Commission also welcomes and encourages dental school and dental auxiliary administrators to invite a representative of any appropriate regional accrediting agency to participate in the visit.

(3) At the direction of the site visit committee, a preliminary report is written. After review by all members of the visiting committee, a copy of the report is sent to the dean or the appropriate institutional official for factual review prior to official Commission action.

(4) All evaluation reports are reviewed by standing committees appointed by the Commission prior to the action by the Commission. The Commission has the privilege of changing the report and may modify the committee's recommendations to be more or less stringent prior to approving the report and determining the accreditation status of the program.

(5) The Commission makes an accreditation decision and the final report is transmitted to the institution. The report outlines findings, noting areas of strength and areas needing improvement, and makes specific recommendations and suggestions for program improvement.

(6) In the event of an adverse decision by the Commission (denial or revocation of accreditation), the program may appeal the decision according to the published policies and procedures of the Commission.

THE ACCREDITING SCHEDULE: The Commission on Dental Accreditation conducts site visits at ten year intervals with an interim review during the fifth year. Self-studies are conducted by institutions/programs prior to each site visit. Programs in the specialty of oral and maxillofacial surgery are site visited at five-year intervals. Prior to the interim review, program administrators review and comment on a Data Profile of the program as part of their Interim Report. The Commission formally reviews each program's Interim Report and, if the program is judged to still be in compliance with accreditation standards, continues its accreditation status for another five years. If changes have occurred which are of such a serious nature that the program may no longer be in compliance with accreditation standards, the Commission may determine that a special site visit should be conducted. The Commission then determines the composition of the special site visit team and clearly outlines the scope of the visit.

The site visit evaluation schedule, which includes the dates of the interim reviews, is published and updated regularly to reflect any unpredictable factors requiring its adjustment. The Commission is responsive to individual requirements of programs but also provides adequate advance notice of all reviews.

In addition to the reports generated by site visits and the interim review process, the Commission surveys each program annually to monitor educational quality. It may also request Progress Reports detailing how recommendations contained in site visit reports are implemented, and it expects to be notified of major changes in programs which could affect the ability of the program to meet accreditation standards.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs are monitored through assessment of information provided in the annual survey of dental, dental auxiliary, and advanced dental programs.

## THE AMERICAN DIETETIC ASSOCIATION

430 NORTH MICHIGAN AVENUE
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5079

Executive Director
    Juliam F. Haynes, PhD
President (October 1986 through October 1987)
    Alice L. Smitherman

The American Dietetic Association was established in 1917.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON EDUCATION DIVISION OF EDUCATION ACCREDITATION/APPROVAL
Assistent Executive Director, Division of Education and Research
    Barbara J. Bobeng, PhD, RD
Administrator
    Jennifer Karr, MS, RD
Accreditation Coordinator
    Mary Beth Goodspeed, MD, RD
Chairman (October 1986 through October 1987)
    Betty Ruth Carruth, PhD, RD

The COE Division of Education Accreditation/Approval was established as an approval body in 1927 under the title The Dietetic Internship Board. It became a recognized accrediting agency in 1974.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to coordinated undergraduate programs in dietetics (which combines didactic and clinical experience within a four-year baccalaureate degree program) and to post-baccalaureate degree internship programs (clinical experience programs of six to twelve months); geographic scope includes U.S. and territories.

NUMBER OF ACCREDITED PROGRAMS: 66 baccalaureate degree coordinated programs: 104 post-baccalaureate degree internship programs.

MEMBERSHIP: The COE Division of Education Accreditation/Approval consists of eight individuals: chairman, chairman-elect, four chairmen of review panels, and two representatives of the public.

Professional members are selected according to the following criteria:

(1) Members represent divergent areas of the profession of dietetics.
(2) Representatives should be from different areas of the U.S.

(3) Members should (a) be registered by the Commission on Dietetic Registration; (b) show evidence of professional leadership; (c) be currently employed in dietetic practice; (d) be interested in quality educational programs for dietitians; (e) be willing and able to devote the time required (an average of eight to twelve hours per week) to prepare a thorough review and evaluation of internship and CUP accreditation materials and to actively assist with all projects undertaken; (f) have available time for travel to attend a minimum of two meetings and a site visitors' workshop yearly.

(4) Members may not serve simultaneously on other groups within the ADA that may represent a conflict of interest with accrediting activities.

Public members are selected according to the following definition in section 149.2 of the Federal Register: "Representative of the public" means representatives who are laymen in the sense that they are not educators in, or members of, the profession for which the students are being prepared, nor in any way are directly related to the institutions or programs being evaluated. Term of membership is three years with one term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: All programs must be based in institutions which are accredited by their regional or other appropriate accrediting agencies. All programs must be in substantial compliance with the Essentials.

ACCREDITATION STANDARDS AND GUIDELINES:

(1) "Essentials for Coordinated Undergraduate Programs in Dietetics with Self-Study Guide," November 1976.

(2) "Dietetic Internship Post Baccalaureate Essentials for the Education of the Dietitian with Self-Study Guide," April 1977.

(3) "The Accreditation/Approval Process for Education Programs in Dietetics," October 1981.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to a program that is in substantial compliance with established Essentials and has had at least one site visit. Maximum term is eight years.
Probational Accreditation: Granted to a program which has had accreditation status but now is not in compliance with specific Essentials and/or other accreditation requirements. Deficiencies must be corrected within a specified time or accreditation will be withdrawn.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Not Accredited: Granted to a program that, in the judgment of the Division, does not fall into any of the above two categories.

THE ACCREDITING PROCESS:

(1) A comprehensive self-study document is completed and forwarded to the review panel as part of the initial accreditation process.

(2) A site visit follows the submission, review and approval of a satisfactory self-study document. The site visit team usually consists of two members. The average length of the visit is three days.

(3) A fee of $500 is assessed for each site visit prior to the granting of accreditation. An annual accreditation fee, which includes the site visit and other costs of maintaining accreditation, is assessed after the program's accreditation has been granted.

(4) The report of the site visit is forwarded to the Review Panel for consideration at their next conference call. The Panel submits a recommendation regarding accreditation to the Division for review at their next regularly scheduled meeting.

(5) The program director or official representative of the institution may appear, at his own expense, before the Division to answer questions or clarify issues before a decision is made regarding the program.

(6) A decision regarding accreditation status of the program is made at the Division meeting based on the program's self-study, the Review Panel recommendation, and the site visitors' report.

(7) Notification of the accreditation decision is forwarded to the program director approximately two to three weeks following the Division meeting.

(8) A program may appeal the decision according to established Appeals Board Procedures (available from the ADA Department of Education).

(9) For reaccreditation a program must prepare an updated self-study and have a site visit at least every eight years. The self-study and site visit report are reviewed and a decision reached at a regularly scheduled Division meeting.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) To maintain program accreditation, a program must submit, biannually, five copies of a progress report detailing changes in curriculum, facilities, staff, and other major aspects of the program.

(2) Special reports or additional information may be required after the review of the biannual progress report.

(3) When there is a change in the directorship of an accredited program, the vita of the new director must be submitted promptly to the Division. If the new director's credentials do not meet the stated Essentials, accreditation of the program will not be continued. The new permanent director must be appointed within one year. In cases where a permanent director is not appointed, an acting director who meets the qualifications for program director as stated in the Essentials must be appointed immediately.

FEE AND DUES: Self-Study review fee - $300; initial site visit fee - $500; annual accreditation fee - $200.

# ACCREDITATION BOARD FOR ENGINEERING AND TECHNOLOGY

345 EAST 47TH STREET
NEW YORK, NEW YORK 10017
TELEPHONE: 212-705-7685

Executive Director
David R. Reyes-Guerra, P.E.

President (until November 1986)
Gene M. Nordby
Department of Agricultural Engineering
College of Agriculture
University of Arizona

The Accreditation Board for Engineering and Technology, formerly the Engineers' Council for Professional Development, was established in 1932 by the joint sponsorship of seven participating engineering societies. The Board's current membership consists of the following ascademic societies: Participating Bodies -- American Academy of Environmental Engineers (AAEE), American Congress on Surveying and Mapping (ACSM), American Institute of Aeronautics and Astronautics, Inc. (AIAA), American Institute of Chemical Engineers (AIChE), American Institute of Industrial Engineers, Inc. (AIIE), American Institute of Mining, Metallurgical and Petroleum Engineers (AIME), American Nuclear Society (ANS), American Society of Agricultural Engineers (ASAE), American Society of Civil Engineers (ASCE), American Society for Engineering Education (ASEE), American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE), The American Society of Mechanical Engineers (ASME), The Institute of Electrical and Electronics Engineers, Inc. (IEEE), National Council of Engineering Examiners (NCEE), National Institute of Ceramic Engineers (NICE), National Society of Professional Engineers (NSPE), Society of Automotive Engineers (SAE), Society of Manufacturing Engineers (SME), Society of Naval Architects and Marine Engineers (SNAME); Affiliate Bodies--Society of Engineering Science, Inc. (SES); American Society for Nondestructive Testing, Inc. (ASNT), American Society of Safety Engineers (ASSE), Instrument Society of America (ISA)

POSTSECONDARY ACCREDITING BODIES:

ENGINEERING ACCREDITATION COMMISSION
Accreditation Director
John D. Alden
Associate Accreditation Director
Peter C. Smith
Chairperson
Donald W. Gentry, Dean of Engineering and Undergraduate Studies
Colorago School of Mines
306 Guggenheim
Golden, Colorado 80401

TECHNOLOGY ACCREDITATION COMMISSION
Associate Accreditation Director
John W. Kussarp
Chairperson
Ronald J. Williams, Director/Professor
Engineering Technology Programs
University of Alabama
P.O. Box 1941
University, Alabama 35486

RELATED ACCREDITATION COMMISSION
Executive Assistant
John P. Canby
Chairperson
Dr. C.B. Gambrell, Dean
School of Engineering
Mercer University
Macon, Georgia 31207

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Programs in engineering, engineering technology and engineering-related. Geographic scope includes U.S., Puerto Rico, and the territories and possessions.

NUMBER OF ACCREDITED PROGRAMS:
1326 engineering programs
757 engineering technology programs
3 engineering-related programs

MEMBERSHIP: The Engineering Accreditation Commission consists of:
40 representatives from Participating Bodies
4 officers
2 Board Liaison representatives

The Technology Accreditation Commission consists of:
28 representatives from Participating Bodies
7 officers
2 Board Liaison representatives

The Related Accreditation Commission consists of:
7 representatives of Participating Bodies
3 officers
1 Board Liaison representative

Members of all three Commissions are appointed upon the basis of their academic qualifications, professional leadership, and accrediting experience. Members are appointed by the ABET Board of Directors with the concurrence of the Participating Bodies. Term of membership is one year with five successive terms permitted for members, not including officers.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Institutions must offer degrees in engineering or engineering technology or engineering-related programs.
(2) A program must have graduated students by the time ABET takes action.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is required for membership in all engineering societies represented on the Board. Exceptions and special requirements are made for graduates of non-accredited programs.

ACCREDITATION AND LICENSURE: State licensing authorities, either by specific statute or by long-standing practice, generally recognize ABET-accredited engineering programs for full educational credit toward satisfaction of state Professional Engineer licensure requirements.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accrediting Programs in Engineering in the United States," October, 1985. "Criteria for Accrediting Programs in Engineering Technology," October, 1985 (updated annually). "Criteria for Accrediting Engineering-Related Programs," October, 1986.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for accreditation may be denied after full deliberation and in accord with due process. A recommendation for a "show cause" action may be made for those programs failing to meet minimum criteria which, presumptively, cannot be corrected without drastic action. Such programs are generally allotted a three-year period (two years for engineering technology) in which to correct deficiencies. If, after reevaluation, ABET finds that the program still falls below minimum criteria, reaccreditation will be denied.

THE ACCREDITING PROCESS:

(1) The accreditation process is initiated by request of the chief executive officer of an institution who notifies ABET of the names of those programs to be evaluated.
(2) A self-assessment questionnaire must be submitted by each program applying for accreditation or reaccreditation.
(3) An on-site evaluation team visit follows the submission of a satisfactory self-survey. The average team consists of three to five members and represents a balance of representatives from industry, education, evaluators with prior visiting experience, and observers. The normal duration of the visit is three days.
(4) A preliminary draft of the team's report is submitted to the institution for comment on its factual accuracy. Such comments together with any additional documentation pertaining to the program(s) under evaluation are incorporated into the record.
(5) The appropriate accrediting commission considers the report and takes accreditation action.
(6) Notification of the accreditation action taken is transmitted to the president or chief administrative officer of the institution by the president of ABET approximately seven months following the team visit. The institution also receives a comprehensive statement describing the findings of ABET on each program evaluation. The statement details program strengths and weaknesses and, if required, indicates changes that would bring the program(s) into compliance with ABET criteria.

(7) Institutions have the right to question accreditation actions. Institution officials who disagree with the ABET decision may either appeal a "not to accredit" action or make a request for a clarification of the action taken. Appeals are heard and decided by the ABET Board of Directors.

(8) A statement on policies and procedures of appeal is published and available upon request.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:

(1) An institution shall inform ABET as soon as possible when it changes the title or content of an accredited program. When the new title or content alters the basis upon which the program was initially accredited, it shall be treated as a new program seeking accreditation and the appropriate procedures for such evaluation shall be followed.

(2) Accredited programs are required to submit such interim reports as may be requested.

FEES AND DUES: An evaluation fee of $1,025 per team member is charged to the host institution to cover the average costs of travel, housing, and meals for evaluation team members.

# SOCIETY OF AMERICAN FORESTERS

5400 GROSVENOR LANE
BETHESDA, MARYLAND 20814
TELEPHONE: 301-897-8720

Executive Vice President
    Ronald R. Christensen
President
    Warren T. Doolittle
    5400 Grosvenor Lane
    Bethesda, Maryland 20814

The Society of American Foresters was established in 1900.

POSTSECONDARY ACCREDITING BODY:

SOCIETY OF AMERICAN FORESTERS COUNCIL/COMMITTEE ON ACCREDITATION
Staff Contact
    P. Gregory Smith
    Coordinator, Educational and Professional Standards

RECOGNITION STATUS: Member of Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Forestry programs which culminate in a first professional degree (baccalaureate or higher); geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:
46 Accredited
1 Candidate

MEMBERSHIP: The Society of American Foresters (SAF), with over 20,000 members, is the national organization representing all segments of the profession in the United States including public and private practitioners, researchers, administrators, educators, technicians, and students.

The Society's governing body, the Council, upon recommendation of the SAF Committee on Accreditation, has responsibility for all final accreditation actions. The SAF Council is a fourteen member elected body consisting of a nationally elected president, vice president, and immediate past president and eleven regionally elected members. Council members serve for three years.

The Committee on Accreditation is a standing committee of the Society. It is charged with the actual review of programs and with making recommendations on accreditation matters to the SAF Council. The chairman and one-third of the members (8 SAF members, 1 public representative) are appointed annually by the president to three year staggered terms.

A second standing committee, the Committee on Educational Policies (8 SAF members, 1 public representative), is charged with the periodic review and revision of the standards and procedures for accreditation.

Staff administration of the SAF accreditation program is the responsibility of the SAF Coordinator, Educational and Professional Standards.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Membership in the Society is automatic for graduates of accredited programs. Special requirements apply to graduates of non-accredited programs.

ACCREDITATION AND LICENSURE: Twelve states (Alabama, Arkansas, California, Georgia, Maine, Maryland, Michigan, Mississippi, North Carolina, Oklahoma, South Carolina, West Virginia) currently have registration and/or licensing laws affecting foresters. In some states graduation from an accredited program is a requirement. In others it may be an advantage. Individual state laws should be consulted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program applying for accreditation must offer at least one curriculum relating to forest resources management which culminates in a first professional degree (bachelor or higher). It must have offered the curriculum for a minimum of five years and its parent institution must be accredited by its regional accrediting association.

ACCREDITATION CLASSIFICATIONS: Accredited Status: Applies, upon request and review, to program meeting the minimum standards for accreditation. Maximum term is ten years.
Candidate Status: Applies, upon request, to those programs meeting the minimum candidate standards. The program must certify that it intends to seek accredited status within five years. Maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn for failure to comply with the standards or procedures for accreditation. Such adverse decisions are appealable.

THE ACCREDITING PROCESS:

(1) The institution's chief administrative officer and program head write the SAF Coordinator for Educational and Professional Standards indicating that, having studied the current standards and procedures, the program desires an accreditation review and is ready to prepare a self-evaluation report.

(2) The self-evaluation report, prepared according to a recommended format, is submitted to the Committee on Accreditation and the visiting team.

(3) In consultation with the program, a three-person visiting team is selected to conduct an on-site visit. The chairman of the team must be a forestry school administrator. At least one member of the team must be a practicing forester. The team must also have one member from the Committee on Accreditation. A generalist from a regional association may be invited. The usual duration of the visit is three days.

(4) Before leaving the institution under review, the visiting team discusses its preliminary findings of the program strengths and areas for improvement with the program head and chief administrative officer. The team chairman furnishes a written report to the Committee on Accreditation and the institution within 45 days. The chief administrative officer is requested to comment on the report's factual accuracy.

(5) The Committee on Accreditation meets annually, each fall, on accreditation matters occurring the previous academic year. Based on reviews of the self-evaluations, visiting team reports, institutional comments, and other documentation, the Committee recommends actions to the SAF Council. The program heads and visiting team chairman are asked to be present and consult with the Committee prior to the recommendations being formulated.

(6) The Council meets shortly after the Committee and, based upon the Committee's recommendations, votes to accredit, withhold, continue, or withdraw accreditation; sets the effective dates if accreditation is approved; and determines any further action needed. The Council may establish a shorter than maximum interval for re-examination and/or require progress reports to monitor items of concern.

(7) Immediately following the Council action the program head is notified orally and the institution's chief administrative officer by mailgram. Details of the decision are conveyed in a formal, follow-up letter. Public notice is given in the next available Journal of Forestry.

(8) In case accreditation is denied or withdrawn the institution may appeal the decision within thirty days by writing to the SAF president and requesting a hearing. It then has fifteen days to file a written statement on the grounds for its request.

FEES: A portion of the financial support for accreditation activities is obtained from each program as an accreditation fee of $1,000 plus visiting team expenses. SAF reimburses all visiting team expenses and pays all administrative costs of the program. There are no annual fees.

## ACCREDITING COMMISSION ON EDUCATION FOR HEALTH SERVICES ADMINISTRATION

1911 N. FORT MYER DRIVE
SUITE 503
ARLINGTON, VIRGINIA 22209
TELEPHONE: 703-524-0511

Executive Director
    David F. Bergwall, D.B.A.
Chairman
    George E. Pickett, M.D., Associate Dean and Professor
    School of Public Health
    University of Alabama-Birmingham
    Birmingham, Alabama 35294
Vice-Chairman
    Arnold D. Kaluzny, Ph.D., Professor
    Department of Health Policy and Administration
    School of Public Health
    University of North Carolina-Chapel Hill

The Accrediting Commission on Education for Health Services Administration was established in 1968 as the Accrediting Commission on Graduate Education for Hospital Administration by the American Hospital Association (AHA), American College of Healthcare Executives (ACHE), American Public Health Association (APHA), and the Association of University Programs in Health Administration (AUPHA). The present title and scope of accreditation were adopted in 1976.

Current sponsoring associations include the four named above plus the American College of Health Care Administrators (ACHCA), American College of Medical Group Administrators (ACMGA), and the American Health Planning Association (AHPA). There is one consulting member: Association of Mental Health Administrators (AMHA).

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Graduate programs in health services administration, health planning, and health policy analysis. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 50

MEMBERSHIP: The composition of the Commission is:

| | |
|---|---|
| 1 | representative of the American College of Healthcare Executives |
| 1 | representative of the American Hospital Association |
| 1 | representative of the American Public Health Association |
| 1 | representative of the American College of Health Care Administrators |
| 4 | representatives of the Association of University Programs in Health Administration |
| 1 | representative of the American College of Medical Group Administrators |

1 representative of the American Health Planning Association
1 representative of the Association of Mental Health Administrators
2 public representatives
13 TOTAL MEMBERS

Members are appointed by the participating organizations, with the exception of the public members who are appointed by the Commission. Term of membership is three years with two successive terms permitted. Members may or may not be affiliated with a member organization.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for full institutional membership in the Association of University Programs in Health Administration (AUPHA). Non-accredited programs may be associate members in AUPHA. Graduation from an accredited program gives an individual advanced standing in the American College of Healthcare Executives.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION:

(1) The graduate program shall clearly establish health services administration, health planning, or health policy analysis as a major course of study for the master's degree, and shall be so listed in the university catalog.
(2) The applicant graduate program in health services administration, health planning, or health policy analysis must have graduated at least one class and awarded the appropriate master's degree.
(3) The graduate program shall be a part of an institution of higher learning which is accredited by its regional accrediting agency.
(4) If the program is located in a specialized graduate school (such as the medical school, the school of public health, or the school of business administration) within the university, that school should be accredited by the appropriate recognized specialized accrediting agency. (In the event of absence of such accreditation, a determination is made as to the extent to which lack of accreditation is detrimental to the quality of the program.)

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for a Graduate Program in Health Services Administration," July 1, 1982.

ACCREDITATION CLASSIFICATIONS: The Commission maintains two levels of accreditation status: (1) accredited programs and (2) non-accredited programs. The Commission does not employ a probationary status. Graduate programs may be accredited for a period of one to seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be withdrawn from a previously accredited program for a cause deemed sufficient by the Commission. A program which fails to receive initial accreditation or reaccreditation or which has had accreditation revoked shall be entitled to appeal in accordance with the approved statement of appeal process.

THE ACCREDITING PROCESS:

(1) When a program seeks accreditation, the program director or chairman forwards an official request for an accreditation review to the Commission's executive director one year prior to anticipated date of review.

(2) A program applying for initial accreditation or for reaccreditation must complete and submit a survey instrument not less than thirty days before the anticipated survey.

(3) An on-site visit follows the submission of a satisfactory survey instrument. The visiting committee consists of a Commissioner who serves as chairman and at least one director or senior faculty member from an accredited graduate program. The executive director of the Commission or his representative serves as secretary of the committee. The average duration of the visit is two days. Expenses of the visit average approximately $1,000 per member and are assumed by the host institution for initial accreditation visits. Initial applications also involve a $500 service charge. A resurvey fee of $250 is charged to programs visited for re-accreditation.

(4) The visiting committee submits a written report to the Commission and to the chief administrative officer of the university or his designated representative and to the director of the program, who are invited to review the report for accuracy and completeness. The university may at this point submit additional or clarifying information which it wishes to have taken into consideration by the Commission when acting upon the committee's report.

(5) The executive director formally notifies the chief administrative officer of the university and the director of the program of the Commission's action and recommendations and forwards a copy of the committee's report, as approved by the Commission, to the chief administrative officer of the university and the program director.

(6) The executive director notifies the appropriate regional association, the Council on Postsecondary Accreditation and the U.S. Department of Education, and the member organizations of the Commission's action.

(7) The Commission publishes a formal policy statement on appeal procedures of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs may be required to submit such progress or interim reports as determined by the Commission.

ACCREDITATION FEES: The schedule of accreditation charges, effective July 1, 1986, is as follows:

(1) Initial accreditation survey: processing fee $500; the program is also responsible for the direct expenses of the members of the visiting committee.

(2) Resurvey visits: processing fee $250, site visit fee 1986-87 $3,325, 1987-88 $3,500, 1988-89 $4,000

(3) Annual listing fee: the annual listing fee for accredited programs is $500.

## AMERICAN HOME ECONOMICS ASSOCIATION

2110 MASSACHUSETTS AVENUE, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-862-8333

President (1986-1987)
Dr. Agatha Heupenbecker
2212 Kellogg
Ames, Iowa 50010

President-elect
Dr. Marcia Copeland
Betty Crocker Food Service
9200 Wayzata, P.O. Box 1113
Minneapolis, Minnesota 55440

The American Home Economics Association was established in 1909.

POSTSECONDARY ACCREDITING BODY:

COUNCIL FOR PROFESSIONAL DEVELOPMENT
Director, Office of Professional Education
Dr. Helen Grove

Chairman (1986-1987)
Dr. Diane Smathers
Cooperative Extension Service
College of Agriculture
University of Georgia
Athens, Georgia 30602

Chairman-elect
Judy Bonner
13 Fairfax Village
Northport, Alabama 35476

The Council for Professional Development was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits home economics units having programs leading to a baccalaureate degree. Accreditation is for the unit as a whole considering all programs offered at the time of the self-study and the team visit. When programs are added or other substantive changes occur, the institution shall inform the CPD so that appropriate supplementary review and/or action may be taken. Geographic scope is national.

NUMBER OF ACCREDITED UNITS (1986): 91

MEMBERSHIP: Membership in the Council for Professional Development is as follows:

6 representatives of agency member units (AMU)
3 practicing professionals (non-college or university)
2 lay representatives
1 representative of the Board of Directors of AHEA
1 chairman, Commission on Undergraduate Programs
1 chairman, Commission on Graduate Programs
1 chairman, Commission on Community and Junior College Programs
1 director of the Office of Professional Education (ex-officio, without vote) Dr. Helen Grove
1 president-elect of AHEA (ex-officio, without vote)
17 TOTAL

The six representatives of agency member units are elected by the membership of the AMU for a term of three years, with two representatives elected each year. Other members are appointed by the AHEA Committee on Committees and approved by the Board of Directors. The term of office for the board and lay representatives is two years. AMU representatives, the practicing professionals, and the Commission chairpersons serve three years with a proportionate number replaced each year. A maximum of two consecutive terms is permitted for all members.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for accreditation, an institution must first be accredited by its respective regional accrediting agency, have graduated students in home economics, and hold membership in the Agency Member Unit. Units that are ready to apply are those that have well-defined programs. A unit should not consider applying if: (a) significant modification is underway (or planned) either in a unit's parent institution or in the unit's program or (b) if change is planned or has recently taken place in the unit's administration (for example, an acting administrator).

ACCREDITING STANDARDS AND GUIDELINES: Criteria and Guidelines in Accreditation Documents for Undergraduate Programs in Home Economics (Revised, 1984).

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to a unit which satisfactorily meets established criteria. Maximum term is ten years. Provisional Accreditation: Granted to a unit which meets most criteria and shows evidence that accreditation can be achieved within a two-year time limit.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS: An application for accreditation may be deferred or denied after full deliberation by the Council and according to due process. Accreditation may be revoked if a home economics unit fails to satisfactorily meet the criteria as established by the CPD. In such a case, notice shall be given to the chief executive officer of the institution and to the home economics administrator that such action is contemplated and the reasons for it. If, after an appropriate period of time, the inadequacies have not been corrected or the institution has failed to justify such inadequacies, procedures to revoke shall be implemented.

THE ACCREDITING PROCESS:

(1) An applying unit submits a complete application form, obtainable from the Office of Professional Education of the Association. The application fee is $250.

(2) A sub-committee of the Council for Professional Development determines if the unit is ready to be considered. If so, a self- evaluation guide is sent to the unit which then conducts a self- study.

(3) A second Council sub-committee evaluates in detail the self-evaluation report submitted by the unit. That sub-committee then presents its findings to the Council for formal review.

(4) If the formal review indicates that the unit meets the criteria, the Council schedules a four-day visit to the unit by a team of evaluators. The average team consists of three to four members. On-site expenses for the visit are approximately $500 per team and are paid by the institution. An accreditation fee of $1400 subsidizes transportation of the team to the site.

(5) A third Council sub-committee makes an in-depth review of the site visit report and any addenda provided by the institution.

(6) Following a formal presentation to the Council by that sub-committee, the Council makes a decision concerning the unit's accreditation.

(7) The Council's decision is communicated to the unit's administrator and president of the unit's parent institution within an average of six months from the date of the team's visit.

(8) The Council publishes a formal statement on procedures of appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED UNITS: During the fifth anniversary year of accreditation, each institution with an accredited home economics unit is asked to submit an interim report. The report is designed to give evidence of maintenance of the accreditation standards and to provide a record of progress made in the development of educational programs in the unit. Data requested ordinarily includes: data on student enrollment and degrees granted; changes in policy, curriculum, and faculty; improvement in plant, equipment, and library; and other changes which influence the quality of education for students.

ANNUAL DUES: The dues structure adopted in June 1982 is as follows:

| Bachelor Degrees Granted | Annual Dues |
|---|---|
| 1-20 | $100 |
| 21-50 | $150 |
| 51-90 | $200 |
| 91-150 | $250 |
| over 150 | $300 |

# FOUNDATION FOR INTERIOR DESIGN EDUCATION RESEARCH

322 EIGHTH AVENUE
NEW YORK, NEW YORK 10001
TELEPHONE: 212-929-8366

Executive Director
    Edna V. Kane
Chairman of the Board of Trustees
    Dianne Jackman, IDC
    Associate Professor
    University of Monitoba

The Foundation for Interior Design Education Research was established in 1971 by the American Institute of Interior Designers and the National Society of Interior Designers (who have since merged to form the American Society of Interior Designers), and the Interior Design Educators Council.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs in interior design and interior achitecture from the junior college through the graduate levels. Geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: 79

MEMBERSHIP: The Board of Trustees consists of:

    6 members appointed by the founding organizations
      Advisory Committee to Board of Trustees:
    1-2 public members
    2-3 community of interest

Members of the board must be professional practitioners or interior design educators who are appointed by one of the parent organizations. Term of membership is three years with reappointment to a second consecutive three year term permitted.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be considered for FIDER accreditation, a college, school, or institution must:

(1) Be classified as primarily postsecondary;
(2) Be already accredited by one of six regional accrediting associations or others nationally recognized by the Secretary of Education, or properly chartered and licensured to operate and offer instruction leading to degrees, diplomas, or certificates with educational validity;
(3) Have an interior design program which has been in operation long enough to make possible an objective evaluation of the program (this requires having graduates from the program entering the field for at least two years prior to application for accreditation);

(4) Provide a curriculum in interior design requiring the completion of secondary education, or equivalent, by students as a condition for entrance.

ACCREDITATION STANDARDS AND GUIDELINES:

"Standards and Guidelines for the Accreditation of Community and Junior College Programs in Interior Design."

"Standards and Guidelines for the Accreditation of Professional School Programs in Interior Design."

"Standards and Guidelines for the Accreditation of Baccalaureate Programs in Interior Design."

"Standards and Guidelines for the Accreditation of Post Professional Master's Degree Programs in Interior Design."

ACCREDITATION CLASSIFICATIONS: Initial provisional accreditation: Granted to programs complying, at least minimally, with FIDER Standards, and having the resources needed to respond to recommendations in two years.

Continued provisional accreditation: Granted to programs demonstrating substantial progress in responding to recommendations made following the initial site visit, justifying an extension of time to allow for implementation of resulting changes.

Five-year accreditation: Granted to programs meeting or exceeding all Standards and having made substantial progress in responding to recommendations made following the initial site visit.

Provisional accreditation: Granted to programs if their compliance with FIDER Standards has declined to a degree sufficient to indicate a diminished quality in the program. A program's status may be changed from five-year accreditation to two-year provisional accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Denial of Accreditation: Application for accreditation may be denied if the school does not present evidence of compliance with accrediting standards.

Revocation: In the event that serious persistent inadequacies exist in a particular program for an extended period of time after being called to the attention of the faculty and administration of the program, the chairman of the Accreditation Committee can recommend revocation of accreditation. This recommendation of revocation can be only for specifically and clearly stated reasons based on the fact that the recommendations made by the Board of Trustees have been ignored or not been implemented. In this event, the FIDER Board of Trustees is empowered to revoke the program's accreditation and to notify the proper local and national authorities. A program which has had its accreditation revoked may request reaccreditation when the inadequacies have been rectified.

Suspension: If an annual report form is not filed within 30 days of the date of the second request letter the accreditation status of the program shall be suspended for a period of 60 days. If at the end of the 60 day period an annual report has not been received the Trustees will initiate action to revoke the accreditation status of the program.

THE ACCREDITING PROCESS:

(1) The institution applies to FIDER on a form provided by the FIDER staff. Upon receipt of the application for accreditation the accreditation chairman will act on applications and determine the

programs to be visited during the following year for the first time and for reaccreditation. Some of these visits may be scheduled in cooperation with regional accrediting associations. The institution may request the appointment of a generalist to accompany the FIDER visiting team.

(2) At least six months before the date of the visit, the staff of FIDER sends copies of the Program Evaluation Report form, the Standards and Guidelines for the category within which the programs falls, and information concerning the accreditation process. The program returns the required number of reports with copies of its bulletin and supplementary materials.

(3) An on-site visit by an evaluation team follows the submission of the Program Evaluation Report. The team usually consists of not more than three persons. A generalist and student may be requested to take part in the visit. The usual duration of the visit is three days. On-site expenses of the accreditation team are the responsibility of the program and are not included in the initial application fee.

(4) Before the team completes the visit, the members draft the basic material for the Visiting Team Report, including recommendations for improvement. The final draft of the report is distributed to the members of the team for their approval. After Team approval, it is sent to the FIDER office for submission to the program faculty for its check for technical and content accuracy. After any corrections necessary for technical and content accuracy are made, the Visiting Team Report is sent to members of the Committee on Accreditation for review, recommendations, and vote with respect to the accreditation status recommended by the team. The Visiting Team Report, with its conclusions, recommendations, comments and votes by the Committee on Accreditation, is sent to the FIDER Trustees for their action. The FIDER Board of Trustees, after a conference with the Visiting Team Chairman, makes the final decision regarding accreditation status and may make appropriate revisions of the Visiting Team Report.

(5) The chairman of the Board of Trustees notifes the chief executive office of the school or university of the action of the board approximately six months following the team visit. The institution and program receives the accreditation report and recommendations.

(6) In the event of the decision not to accredit or re-accredit a program, the letter of notification states the reasons for the adverse accrediting action and advises the school of the right of appeal and of the appeal procedure.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Each accredited program makes an annual report and is revisited every five years to assure that it maintains adequate standards. Occasionally the Committee on Accreditation finds it necessary to revisit a school prior to the end of the accreditation period, as in the case of a provisionally accredited program or where substantive changes in program personnel have occurred.

FEES AND DUES: The required fee for initial evaluation and reaccreditation of a school program is $1,800. If the school program is accredited, it pays an annual fee of $500 beginning with the calendar year after initial accreditation is approved. Interim review and provisional accreditation fees are $600 per team member.

## ACCREDITING COUNCIL ON EDUCATION FOR JOURNALISM AND MASS COMMUNICATION

SCHOOL OF JOURNALISM
UNIVERSITY OF KANSAS
STAUFFER-FLINT HALL
LAWRENCE, KANSAS 66045
TELEPHONE: 913-864-3973

President
    John M. Lavine
    University of Minnesota
    School of Journalism and Mass Communication

Vice President
    Walter Bunge
    School of Journalism
    Ohio State University

Treasurer
    Vernon Keel
    School of Communication
    University of North Dakota

The Accrediting Council on Education for Journalism and Mass Communication was established in 1945. Member organizations are: American Academy of Advertising, American Advertising Federation, American Newspaper Publishers Association, American Society of Newspaper Editors, American Society of Magazine Editors, Associated Press Managing Editors Association, Association for Education in Journalism and Mass Communication, Association of Schools of Journalism and Mass Communication, Broadcast Education Association, California Newspaper Publishers Association, Inland Daily Press Association, International Association of Business Communicators, International Newspaper Advertising and Marketing Executives, National Association of Broadcasters, National Conference of Editorial Writers, National Newspaper Association, National Newspaper Publishers Association, National Press Photographers Association, Public Relations Society of America Incorporated, Radio-Television News Directors Association, Society of Professional Journalists/Sigma Delta Chi, Southern Newspaper Publishers Association, Women in Communication, Incorporated.

POSTSECONDARY ACCREDITING BODY:

ACCREDITING COMMITTEE
University of Kansas
Stauffer-Flint Hall
Lawrence, Kansas 66045
913-864-3973

Executive Director
    Susanne Shaw

Chairman
Tom Bowers
School of Journalism
University of North Carolina
Chapel Hill, North Carolina 27514

The Accrediting Commission was established in 1946.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Evaluates and accredits professional programs (unit) at both the undergraduate and master's degree levels. Geographic scope is national.

NUMBER OF ACCREDITED SEQUENCES: 89 accredited schools.

MEMBERSHIP: The Accrediting Committee consists of:
8 elected educators
7 elected professionals

Representatives are elected by the Council on the basis of their professional and educational experience and leadership. Term of membership is three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:
(1) Units (departments, divisions, schools, or colleges) are evaluated and accredited.
(2) The unit must be located in an institution with a four-year regionally accredited program in liberal arts and sciences.

ACCREDITATION STANDARDS AND GUIDELINES:
"Accredited Journalism and Mass Communications Education," 1986.
"Preparing for Journalism and Mass Communications Accreditation," 1986.

ACCREDITATION CLASSIFICATIONS: Provisional Accreditation: Applies to schools for which accreditation is sought for the first time, but which have deficiencies that, in the opinion of ACEJMC, may be corrected within one year. Accreditation: Applies to schools which meet the standards for accreditation. Maximum term is six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be deferred, denied, or withdrawn after full consideration and according to due process if, in the opinion of ACEJMC, the unit does not meet accrediting standards.

THE ACCREDITING PROCESS:
(1) An institution may request the Council to evaluate and accredit professional programs at the undergraduate baccalaureate degree level and at the professional master's degree level.
(2) A self-study report, the format for which is provided by the office of the executive director, must be submitted.

(3) An on-site visit by an evaluation team follows the submission of the self-study visit report. Members of the visiting team are selected by the Accrediting Committee and include educators and professionals. The team averages about four members. The length of the visit is three days.

(4) A written report of the team's visit is left with the host institution at the close of the visit. The chief executive officer of the institution and the journalism school administrator are invited by the visiting team chairman to provide supplementary materials, corrections of fact, and expressions of accreditation.

(5) The report, and accompanying institutional response, is forwarded to the Accrediting Committee for consideration and then to a full meeting of ACEJMC for final action regarding the granting or withholding of accreditation.

(6) A copy of the visitor's report is sent to the school or department administrator, the administrator to whom he reports, and to the president or highest administrative officer of the institution.

(7) Notification of the accreditation decision is forwarded to the president of the institution immediately after the Council decision.

(8) ACEJMC publishes a statement of policies and procedures for the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SEQUENCES: An on-site visit every six years.

FEES: Fees paid by the units seeking accreditation are intended in total to pay the costs of making the site visits and a portion of other expenses associated with the accreditation process - Accrediting Committee and Council meetings and staff work. The Council also receives support from its member organizations and from individuals and institutions in the form of contributions toward the accomplishment of its purposes. As a general principle, fees from schools cover about one-half of the cost of the accreditation process. The other one-half comes from educator and industry associations and other supporters.

Units seeking accreditation pay two types of fees - an annual accreditation fee and a fee to cover the cost of the site visit and presentation of the team's report to the Accrediting Committee. An application fee for institutions seeking accreditation for the first time is due at the time ACEJMC is invited to evaluate the unit. Should the invitation to ACEJMC be withdrawn before the site visit, the fee will not be returned. For institutions already accredited, the annual fee is due October 1 of each year. The amount of the accreditation and application fees is established by the Council. The current fee is available from the Executive Director.

Institutions also must pay an amount equivalent to the cost of the site visit and of presentations of the team's report to the Accrediting Committee. The Executive Director will send the institution a bill for that amount following the visit. ACEJMC must receive this payment for the site visit costs before the Council meeting at which the institution's accreditation is considered.

## AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

1733 CONNECTICUT AVENUE, N.W.
WASHINGTON, D.C. 20009
TELEPHONE: 202-466-7730

Executive Vice President
    Linda Robertson, Acting Executive Vice President
President
    John Wacker, FASLA-1986
    Roger B. Martin, FASLA-1987

The American Society of Landscape Architects was established in 1899.

POSTSECONDARY ACCREDITING BODY:

LANDSCAPE ARCHITECTURAL ACCREDITATION BOARD
Director of Education
Chairperson
    Thomas J. Nieman, ASLA

The Landscape Architectural Accreditation Board was established in 1976.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits first professional baccalaureate degree and graduate degree programs in landscape architecture. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 56

MEMBERSHIP: The Landscape Architectural Accreditation Board consists of:

| | |
|---|---|
| 3 | landscape architectural educators |
| 3 | practicing landscape architects |
| 3 | generalists (non-landscape architects) |
| 1 | director of education (ex-officio) |
| 10 | TOTAL |

Members are appointed by the Council on Education for three-year terms; appointments are arranged so that the terms of no more than one educator or one practitioner or one lay person expire in any one year. Members are limited to two consecutive terms of appointment without a break in service. Members are appointed with consideration of broad representation, after they have served on the Roster of Visiting Evaluators. They are full-time professionals in their careers and should have an experience level of at least three accreditation visits. The generalists may be appointed from nominations provided by the president of the American Society of Landscape Architects or by others.

ACCREDITATION AND CERTIFICATION: Most state licensure statutes require graduation from an accredited or recognized program for licensing as a landscape architect.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A program must be a minimum four year program at the undergraduate level and a three year program at the graduate level, or equivalent.
(2) A program must satisfy the criteria for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards," September 1, 1986.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to a program which currently has full or provisional accreditation status as well as to a program undergoing its first accreditation review. Full accreditation normally spans a period of five years provided there is no stipulation, of a major nature, requiring substantial correction of program deficiencies. On an initial accreditation visit, the term may span up to five years and usually is three years.
Provisional Accreditation: Granted to a program having initial or full accreditation but which has been found to have developed deficiencies of a major nature. This status normally requires a re-evaluation within a period of no longer than two years, and the re-evaluation visit may result either in granting full accreditation, withdrawal of accreditation, or continued provisional status.

NEGATIVE ACCREDITATION ACTIONS/DECISIONS:

(1) Application for accreditation may be deferred or denied, after full deliberation and in accord with due process.
(2) Accreditation may be withdrawn from a provisionally accredited program which has not corrected its deficiencies. Any adverse accreditation decision is substantiated with specific reasons, and program administrators are notified of their right to appeal any such decision.
(3) A program which has not been granted accredited status, or a program from which accreditation has been withdrawn, may reapply for accreditation when its administrators believe their program meets current published requirements.

THE ACCREDITING PROCESS:

(1) An introspective review of the program, its goals, and the achievement of those goals is required. The product of this review is an analytical self-study report which is forwarded to the Board.
(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team is composed of one representative from each of the three categories of the Roster of Visiting Evaluators: landscape architectural educators, academic administrators, and landscape architectural practitioners. No team member may have close affiliation with the program under review. The length of the visit is three days. Expenses are covered by an inspection fee of $1700 for an initial accreditation visit and $1000 for an interim accreditation visit.
(3) The report of the team's visit, with the team's final advisory recommendations, is forwarded to the Director of Education.
(4) After technical corrections are made, the report, without the team's final advisory recommendation, is forwarded to the chief executive officer of the institution as well as to the program administrator.

(5) Within ten days following receipt of its technical accuracy report, the institution submits all corrections and substantive comments to the Director of Education.
(6) The Board considers the report and the comments of the institution at its next scheduled meeting.
(7) Notification of the accreditation decision is forwarded to the institution from the chair of the LAAB approximately one to four months following the visit.
(8) The Board publishes a formal statement on its policy and procedures concerning the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS:
(1) Each accredited program submits an annual report to the Board identifying significant changes in curricula, personnel, administration, fiscal support, and physical facilities that have occurred during the past year, as well as current enrollment and anticipated number of graduates for the current year. This report also indicates what progress has been made toward meeting the recommendations of the most recent site evaluation team.
(2) All reports are reviewed by the Annual Report Review Subcommittee and Director of Education, and those reports exhibiting changes that could be seriously detrimental to program quality are noted in the material distributed to members of the Board at its regularly scheduled meeting.
(3) The board may choose to alert the program head as well as the chief administrative officer of the institution of its concern for potential adverse effects of reported changes. In extreme cases, it may urge the institution to apply and prepare for an interim visit or to accept provisional status pending proof of action taken toward a mutually acceptable solution of the problem(s).

FEES AND DUES: The current schedule of inspection and sustaining fees charged to single programs of landscape architecture is as follows:

| | |
|---|---|
| Initial accreditation visit | $1,700 |
| Interim accreditation visit | 1,000 |
| Annual payment for sustaining full or provisional accreditation status | 800 |

These fees are deposited into a special account from which the direct costs of the accreditation board and site evaluation teams are paid.

# AMERICAN BAR ASSOCIATION

735 WEST NEW YORK STREET
INDIANAPOLIS, INDIANA 46202
TELEPHONE: 317-274-8071

Executive Director
    Thomas H. Gonser

President (1986-87)
    Eugene C. Thomas
    Private Practitioner

The American Bar Association was established in 1878.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON THE SECTION OF LEGAL EDUCATION ADMISSIONS TO THE BAR
735 West New York Street
Indianapolis, Indiana 46202
Telephone: 317-274-8071

Consultant on Legal Education
    James P. White
Chairman (1986-87)
    Dean Frank K. Walwen
    University of Tulsa College of Law
Chairperson-Elect
    Rosalie E. Wahl
    Supreme Court of Minnesota
Vice Chairman
    Phillip S. Anderson
    Private Practitioner

The Council on the Section of Legal Education and Admissions to the Bar was established in 1893.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation to law schools in the United States.

NUMBER OF ACCREDITED SCHOOLS: 175 J.D. granting law schools

MEMBERSHIP: The Accreditation Committee of the Section of Legal Education and Admissions to the Bar consists of:

8 members from accredited institutions
3 professional practitioners
2 public members

3 State supreme court justice
0 State superior court judge
15 TOTAL

Members are appointed by the chairman of the Council on the Section of Legal Education and Admissions to the Bar of the American Bar Association. The chairman notifies the membership of the section of the appointment process prior to the appointment of members of the accreditation committee, and solicits from the general membership, as well as other interested parties, the names of persons who might desire to serve as members of the committee.

Members of the accreditation committee are chosen upon the basis of their integrity, intelligence, and evidenced interest in legal education. Their participation is likely to be guided by the interests of the public and by the high standards of the legal profession, rather than any personal interest. Public members are outstanding and knowledgeable persons who are concerned about professional education and training but who do not have a current or on-going relationship with the American Bar Association. Professional members of the accreditation committee shall be persons who are knowledgeable and experienced in law and legal education. Term of membership is one year with an unlimited number of terms permitted.

ACCREDITATION AND CERTIFICATION: Graduation from a law school approved by the American Bar Association is required for admission to the bar in all states except California, Georgia, Indiana, Vermont, Washington, and Wyoming. In those states, graduation from an ABA approved law school confers eligibility to sit for the bar.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A university-based law school must be housed in an institution which is accredited by its regional accrediting association. A school must have completed the first academic year of its program in order to be eligible for application for provisional approval.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for the Approval of Law Schools" in Approval of Law Schools,
American Bar Association Standards and Rules of Procedure, as amended 1986.

ACCREDITATION CLASSIFICATIONS: Provisional Approval: Granted to a school which demonstrates that it is in substantial compliance with the standards and that it will be in full compliance within three years after receiving provisional approval.
Full Approval: Granted to a school which demonstrates that it is in full compliance with the standards and has been provisionally approved for at least two years. All fully approved schools are subject to periodic reinspections.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applications for provisional approval may, after full deliberation and according to due process, be deferred or denied. In the case of a denial, reapplication may not be made within a ten month period. The American Bar Association has delegated to the Council the responsibility for insuring continued compliance with the standards as interpreted by the Council. The rules of procedure for approval of law schools by the American Bar Association provide that the accreditation committee will act on all matters relating to accreditation. Whenever the accreditation committee has reason to believe that an approved school has failed to maintain the standards or has refused requests for information or reinspection, the accreditation committee may notify the school of its apparent deficiencies and that, if the matter is not resolved satisfactorily by routine procedures by a certain date, a notice for a hearing on a certain date shall be issued. The school is given an opportunity to appear at the hearing and to submit such evidence on the issues as it desires.

After the hearing, the accreditation committee shall make a determination as to whether the school is in compliance, and, if not, what remedial action is appropriate, including whether to recommend to the Council removal of the school from the list of approved law schools. If the school is determined by the accreditation committee to be in compliance, the matter shall be concluded by proper resolution, a copy of which shall be transmitted to the school. If the school is determined not to be in compliance, the accreditation committee will place on the agenda of the next meeting of the Council its recommendation that the Council should recommend to the House of Delegates that the school be removed from the list of approved schools. A school may appear before the Council at the meeting where the Council acts upon the finding of the accreditation committee.

THE ACCREDITING PROCESS:

(1) A university, college, or other institution contemplating the creation or acquisition of a law school should complete a comprehensive feasibility study, prior to commencement of a program of instruction.

(2) A comprehensive self-study, according to the guidelines established by the council, is required of all schools undergoing inspection for reaccreditation.

(3) Upon submission of the feasibility study by applicant schools or the self-study by approved schools, an on-site inspection is scheduled. The average inspection team consists of five members appointed by the Consultant on Legal Education. A site visit usually requires four days. The school is charged a uniform fee payable to the American Bar Association and shall reimburse the inspectors for their travel and living expenses.

(4) Following a site visit as a result of an application for provisional approval or full approval, a written report based upon the inspection is sent to each member of the accreditation committee, and the application is placed on the agendas of the accreditation committee and the Council. The written report is submitted to the chief executive officer of the institution and the dean of the inspected school for confirmation of the accuracy of the facts as stated in the report.

(5) If the school is recommended by the Council for approval, the recommendation is sent to the House of Delegates for action. If the House of Delegates grants provisional approval, the chief executive officer of the institution and the dean of the law school may be sent a written report commenting on the school's strengths and weaknesses and areas of Council concern and recommending means of improvement.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS: To the end that the American Bar Association Standards shall be maintained, to insure compliance and to advance the continued improvement of legal education, provisionally approved and fully

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approved schools will be expected to furnish to the Council such information as is requested by the Council and the accreditation committee.

A provisionally approved or fully approved school is expected to maintain the qualitative level which justified its approval, and to demonstrate a genuine and continous effort to improve the quality of its educational efforts.

FEES AND DUES: A schedule of fees for the approval of law schools is obtainable from the office of the consultant on legal education upon request.

## ASSOCIATION OF AMERICAN LAW SCHOOLS

ONE DUPONT CIRCLE, N.W., SUITE 370
WASHINGTON, D.C. 20036
TELEPHONE: 202-296-8851

President
    Susan Westerberg Prager
    University of California, Los Angeles

President-Elect
    Victor G. Rosenblum
    Northwestern University

Immediate Past President
    Roger C. Cramton
    Cornell University

Executive Director
    Millard Ruud
Associate Directors
    Noel J. Augustyn
    Jane M. La Barbera

The Association of American Law Schools was established in 1900.

ACCREDITATION COMMITTEE

The Accreditation Committee recommends and the Executive Committee acts with respect to all accreditation matters. Ultimate responsibility for admission to membership, exclusion or suspension rests with the House of Representatives.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree in law (J.D. or LL.B.). Geographic scope is national.

NUMBER OF ACCREDITED/MEMBER SCHOOLS: 151

MEMBERSHIP: The Accreditation Committee consists of nine law faculty members who serve three year staggered terms and two non-lawyer members appointed by the president for terms not to exceed three years.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is by admission to membership in the Association of American Law Schools.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:
(1) A law school may not be admitted to membership in the Association until it has offered five years of instruction and has graduated its third class.
(2) If the law school is part of a university, the university must be accredited by its regional association.

(3) While accreditation by the American Bar Association is not a stated prerequisite for membership, all law schools admitted to AALS membership hold ABA accreditation.

ACCREDITATION STANDARDS AND GUIDELINES:
Association of American Law Schools, Association Bylaws and Executive Committee Regulations (April, 1986), republished annually.

ACCREDITATION CLASSIFICATIONS: Membership: Law schools that fulfill the obligations and requirements as stated in the bylaws are admitted to membership in the association. Newly admitted members are subject to reinspection after three years. Other member schools are subject to reinspection every seven years, usually jointly with the American Bar Association.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Appeal: A decision by the Executive Committee not to recommend an applicant school for membership may be appealed to the House of Representatives following a procedure established by Executive Committee Regulation 9.4.
Sanctions: Bylaw Sections 7-1 to 7-4 provide procedures for the imposition of sanctions in cases where a school fails to comply with the requirements of membership. The applicable sanctions set forth in Section 7-1 are:

> Applications. If a member school has materially failed to meet the requirements of membership but is currently in compliance, it shall be censured. If a member school is materially failing to meet the requirements of membership but is taking steps that will bring it in compliance in a reasonable time, it shall be placed on probation. If a member school is materially failing to meet the requirements of membership, is taking steps that will bring it in compliance but these steps may not be completed in a reasonable time, it shall be suspended. If a member school is materially failing to meet the requirements of membership and is taking no steps designed to bring it in compliance in a reasonable time or it lacks the capacity to do so, it shall be excluded from membership.

THE ACCREDITING PROCESS:

(1) A law school seeking membership files an application for membership.
(2) A self-study report and completed questionnaire are submitted by all schools applying for initial membership or renewal of membership.
(3) An on-site visit by an inspection team follows the submission of the questionnaire and self-study report. The average team consists of approximately four members who are on the faculty or professional staff of member schools or are practicing attorneys, judges or governmental officials. Occasionally, university faculty or administrators from areas other than the law school are asked to serve on inspection teams. The usual duration of the visit is three days. Expenses of the team visit are billed directly to the host institution.
(4) The report of an inspection of a member or applicant school is furnished to the dean of the school and the president of the institution. They are informed that the report is not for publication but may be shown to members of the full-time faculty and professional staff of the law school and the governing board and to officials in the university administration who have official reason to see it.

(5) The law school dean and president of the institution are provided with the resolution adopted by the Executive Committee in response to the inspection report and are instructed that the resolution may be published.

(6) A statement on procedures of appeal of adverse decisions is published by the Association.

PROCEDURES REQUIRED OF MEMBER SCHOOLS: A member school is obligated to make reports periodically or on particular occasions as may be directed by the Executive Committee to determine whether or not it has fulfilled the obligations of membership in the Association.

FEES:

Application Fee $250

Annual dues for 1986 are $1,780 for a school whose enrollment does not exceed 250 students; $2,660 for a school whose enrollment exceeds 250 students but does not exceed 500 students; $3,570 for a school whose enrollment exceeds 500 students but does not exceed 800 students; $4,445 for a school whose enrollment exceeds 800 students but does not exceed 1100 students; $5,340 for a school whose enrollment exceeds 1100 but does not exceed 1400 students; $6,235 for a school whose enrollment exceeds 1400 students but does not exceed 1700 students; and $7,110 for a school whose enrollment exceeds 1700 students.

The number of students enrolled is determined by a formula specified by the Association.

# AMERICAN LIBRARY ASSOCIATION

50 EAST HURON STREET
CHICAGO, ILLINOIS 06011
TELEPHONE: 312-944-6780

Executive Director
  Thomas J. Galvin
President (1986-1987)
  Regina U. Minudri, Director
  Berkeley Public Library
  Berkeley, California 94704
President (1987-1988)
  Dr. Margaret E. Chisholm, Director
  Graduate School of Library and Information Science
  University of Washington
  Seattle, Washington 98195

The American Library Association was established in 1876.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Accreditation Officer
  Elinor Yungmeyer
Chairperson (1986-1987)
  Robert B. Croneberger, Director
  Carnegie Library of Pittsburgh
  Pittsburgh, Pennsylvania 15213

The Committee on Accreditation was established in 1924 as the Board of Education for Librarianship. The present title was assumed in 1956.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Department of Education.

NUMBER OF ACCREDITED UNITS (1986): 60 (53 U.S. programs, 7 Canadian programs)

MEMBERSHIP: The Committee on Accreditation consists of 12 members (including two public members) who are appointed by the ALA Executive Board on recommendation of the president-elect (as chair of the ALA Committee on Appointments). Members of the COA are appointed for two year staggered terms with one reappointment permissable. An attempt is made to appoint persons of sufficient maturity, seasoned judgement, personality, and professional prestige to qualify them as competent visitors and consultants at the institutions of higher education in which graduate programs of education for librarianship are offered. It is preferable that members of the committee should at some time in their experiences, have demonstrated interest in professional education.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A library school seeking initial accreditation for its first professional degree program may present its request for an evaluation visit any time when: (1) the program to be reviewed has been in operation long enough for students to have been graduated from it; and (2) the institution believes that the program meets the ALA standards for accreditation. All programs must be housed in institutions which are accredited by their regional associations.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Accreditation", 1972.

ACCREDITATION CLASSIFICATION: Accreditation: Awarded to a program which gives evidence of full compliance with the standards of accreditation. Maximum term is seven years.
Conditional Accreditation: Awarded to a program accredited under the Standards which, when revisited, displays a failure to maintain the Standards. Maximum term for correction of deficiencies is two years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: In case of denial or withdrawal of accredited status, the Committee on Accreditation will consider without prejudice a request for another evaluation visit to be scheduled not less than two years from the date of the COA action.

THE ACCREDITING PROCESS:

(1) A programmatic self-study, prepared according to a presubscribed format, is required.
(2) An evaluation team visit follows the submission of a self-study. The team averages four members appointed by the COA. The average visit is four days in length. Estimated average cost per team member is $700-800. The host institution is billed directly for the expense of the visit.
(3) A written report of the team's visit is forwarded to the host institution and program prior to consideration by the COA.
(4) The host institution is provided an opportunity to make a written response to the team's report and also to send a representative to the meeting of the committee at which the report is considered.
(5) The host institution and program are notified of the accreditation decision approximately three to five months following the team visit.
(6) The committee publishes a formal policy statement on the appeal of accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to file annual statistical, financial and program development reports. The COA may also request submission of periodic progress or other interim reports.

FEES: A $500 fee is charged at the time of an evaluation team site visit, in addition to the expenses of the visit.

## ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS

29089 U.S. 20 WEST-OAK MANOR OFFICES
ELKHART, INDIANA 46514
TELEPHONE: 219-293-0124

Administrator
    Hugh A. Woosley
Chairperson
    Roger D. Barry, Ph.D
    Professor-Chemistry Department
    Northern Michigan University
    Marquette, Michigan

The Accrediting Bureau of Health Education Schools was established in 1964 by the American Medical Technologists as the Accrediting Bureau of Medical Technology Schools. The name was changed in 1968 to Accrediting Bureau of Medical Laboratory Schools. The present title was adopted in 1978.

POSTSECONDARY ACCREDITING BODY:

BOARD OF COMMISSIONERS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs and schools for medical laboratory technicians and medical assistants culminating in diplomas/certificates or associate degrees; geographic scope is national. Also accredits institutions of allied health in the private sector.

NUMBER OF ACCREDITED UNITS:
149 medical assistant programs,
33 medical laboratory technician programs
103 institutions of allied health

MEMBERSHIP: The Board of Commissioners consists of:

3 commissioners selected by the schools accredited by the bureau, at least one of whom shall not be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) offering medical technology courses, and none of whom shall be medical technologists or medical laboratory technicians.

3 commissioners selected by the Board of Directors of American Medical Technologists, at least one of whom shall not be an AMT registrant.

3 commissioners selected by the bureau itself, none of whom shall be associated as owner, employee, consultant, director, creditor, shareholder, or in any capacity whatever with any school (other than a college, junior college, or university accredited by a regional accrediting agency) and none of whom shall be medical technologists or medical laboratory technicians.

Term of membership is three years. Commissioners who are appointed by the Board of Directors of American Medical Technologists may not serve for more than two consecutive terms with exception of the elected outside commissioner. All other commissioners may serve as many times as they are appointed.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a prerequisite for membership in the American Medical Technologists Registry as a Registered Medical Assistant or a Registered Medical Laboratory Technician.

NOTE: ABHES uses three Manuals: Medical Laboratory Technician Education Programs, Medical Assistant Education Programs, and Allied Health Education Schools. Therefore, Eligibility Requirements for Application wording is slightly different in the Accrediting Manual for Allied Health Education Schools (insitutional accreditation), which reads as follows:

ELIGIBILITY FOR APPLICATION: A school offering programs solely in the health education field is eligible to apply for institutional accreditation if the institution's health education program offerings fall under specific categories of graduates who are qualified to provide support services to and gain entry level employment under the direction of licensed dentists, physicians and/or veterinarians. The ABHES Commissioners will make the determination as to whether or not the health education program(s) offered by the institutions are within the realm of the Bureau's accreditation and if it meets the following criteria:

(1) It is located in the United States or its territories.
(2) It is an institution whose principle effort is educational in nature and is either a hospital or laboratory training school (for MLT programs), a postsecondary vocational school (non-profit or for profit), postsecondary school, or junior and community college. Federally sponsored programs in armed forces, V.A. hospitals, and rehabilitation institutions may apply if they so desire.
(3) It is a resident educational institution and not strictly a correspondence course.
(4) It is properly licensed or chartered under the laws and regulations of its state, where such laws exist.
(5) It has been in successful operation as a school for two years or more in an educational field(s) and has graduated at least one class upon which to base assessment.
(6) The programs are considered to be at the postsecondary level.
(7) The program of courses (for medical laboratory technicians) consists of at least 1500 clock hours covering one year in length or an associate degree from a community/junior college. The program of courses for medical assistants consists of six months (24 weeks) of full-time training. Program (for institutions of allied health) graduation requirements must meet the school's stated objectives.
(8) A licensed physician and/or dentist, as applicable, is a liaison member of the school staff and faculty in a consultant capacity and/or an appropriate advisory committee.
(9) It has a qualified administrative staff and teaching faculty.
(10) A suitable program providing the student with additional clinical laboratory experience is in effect with an approved laboratory. In addition, the school must show evidence that there is in effect a

procedure by which the progress of the student in the clinical situation is evaluated (medical laboratory technician programs). The school must show evidence that there is in effect a procedure by which the progress of graduates in work situations is evaluated (medical assistant program and programs under institutional accreditation).

(11) Hospital or laboratory training programs must have qualified instructors and regularly scheduled classroom and residence-type instructional programs in medical laboratory subjects which are beyond an on-the-job program (medical laboratory technician programs).

(12) The institution must demonstrate financial stability to insure continuity of operation.

(13) As a factor in determining the quality of instruction received during their training, records of graduates from accredited schools who take the AMT certification examination or other examinations approved by the bureau will be assessed on a regular basis to help determine effectiveness of the training programs in specific schools. Such records would be maintained on a continuous and cumulative basis so that, over a period of years, changes in profile of school success can easily be identified for inquiry and follow-up as appropriate.

(14) Compliance with the standards established for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Accrediting Schools for Medical Assistant Education" in MANUAL FOR MEDICAL ASSISTANT EDUCATION, revised 1984.
"Standards for Accrediting Schools for Medical Laboratory Technician Education" in MANUAL FOR MEDICAL LABORATORY TECHNICIAN PROGRAMS, revised 1984. "Standards for Accrediting Schools for Allied Health Education," 1984.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which evidence substantial compliance with accrediting standards and requirements. Maximum term is six years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The Bureau may take any one of the following adverse actions/decisions.

(1) Defer accrediting pending submission of additional evidence of material.

(2) Deny accreditation, supplying a full list of particulars and conditions to be met before a reapplication for accreditation is considered (right of appeal).

(3) Request an accredited institution to show cause why it should not be deleted from the list of accredited schools.

(4) Withdraw accreditation; delete an accredited school from the accredited list, providing therewith a bill of particulars to be met prior to reapplication (right of appeal).

THE ACCREDITING PROCESS:

(1) A school interested in applying for accreditation submits an Application for Accreditation and an application fee of $150.

(2) All schools applying for initial accreditation or reaffirmation of accreditation are required to complete a self-evaluation report, according to the format prescribed by the Bureau.

(3) An on-site visit by an evaluation team follows the submission of the self-evaluation report. The average team consists of three to five members appointed by the bureau's staff. The duration of the visit is one to two days. Expense of the visit is approximately $500 to $900 including transportation per member and is billed directly to the host institution. If the team visits one or more schools in the same region, the costs are shared proportionately.

(4) The chairperson of the visiting team forwards a report to the chief executive of the school which describes areas of strength, areas needing improvement, possible non-compliance with published standards and policies, and suggested means of improvement.

(5) The school has a reasonable time to comment upon the factual elements of the report and to submit any additional written materials it desires to place before the commissioners in response to the report.

(6) The school has an opportunity to make an oral presentation to the commissioners at the meeting at which its application is presented. The oral presentation is based on the team report and the written materials submitted by the school.

(7) The commissioners study all available material and arrive at an accreditation decision.

(8) Notification of the accreditation decision is forwarded to the school approximately three months following the team visit.

(9) The school may appeal the action of the commissioners according to the statement of appeals policies and procedures published by the Bureau.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS/SCHOOLS: Accredited programs/schools are required to submit annual reports in a format prescribed by the bureau. The bureau may request re-examination or written data concerning the school and its program of activities at all such times as it may deem necessary to insure maintenance of standards.

FEES : Application fee $150.

FEE SCHEDULE FOR MEDICAL ASSISTANT AND MEDICAL LABORATORY TECHNICIAN
FOR
ABHES FISCAL YEAR OCTOBER 1, 1983 - SEPTEMBER 30, 1984

MEDICAL ASSISTANT

| | | |
|---|---|---|
| GROUP I | 1 - 25 students | $350 |
| GROUP II | 26 - 50 students | $400 |
| GROUP III | 51 - 75 students | $525 |
| GROUP IV | 76 - 100 students | $575 |
| GROUP V | 101 - 125 students | $675 |
| GROUP VI | 126 - 150 students | $775 |
| GROUP VII | 151 - 175 students | $875 |
| GROUP VIII | 176 ± students | $1,000 maximum |

## MEDICAL LABORATORY TECHNICIAN

| | | |
|---|---|---|
| GROUP I | 1 - 10 students | $250 |
| GROUP II | 11 - 25 students | $400 |
| GROUP III | 26 - 50 students | $550 |
| GROUP VI | 51 - 75 students | $800 |
| GROUP V | 76 - 100 students | $950 |
| GROUP VI | 101 ± students | $1,000 maximum |

## INSTITUTIONS OF ALLIED HEALTH

| | | |
|---|---|---|
| GROUP I | $- To $ 99,999 | $ 400 |
| GROUP II | $100,000 - 199,999 | $ 800 |
| GROUP III | $200,000 - 299,999 | $1,000 |
| GROUP IV | $300,000 - 399,999 | $1,300 |
| GROUP V | $400,000 - 499,999 | $1,600 |
| GROUP VI | $500,000 - 599,999 | $1,800 |
| GROUP VII | $600,000 - 699,999 | $2,100 |
| GROUP VIII | $700,000 - 799,999 | $2,500 |
| GROUP IX | $800,000 - 899,999 | $2,800 |
| GROUP X | $900,000 - 999,999 | $3,200 |
| GROUP XI | $1,000,000 and over | $3,500 |

## LIAISON COMMITTEE ON MEDICAL EDUCATION

*Sponsored by*

COUNCIL ON MEDICAL EDUCATION
AMERICAN MEDICAL ASSOCIATION
535 NORTH DEARBORN STREET
CHICAGO, ILLINOIS 60610

and

ASSOCIATION OF AMERICAN MEDICAL COLLEGES
ONE DUPONT CIRCLE, NW.
WASHINGTON, D.C. 20036
TELEPHONE: 202-828-0670

Secretary (odd-numbered years, beginning July 1)
    Edward S. Petersen, MD
    Council on Medical Education, AMA
Secretary (even-numbered years, beginning July 1)
    J.R. Schofield, MD
    Association of American Medical Colleges
Co-Chairmen
    E. James Potchen, MD
    J. Robert Buchanan, MD

Since 1942, the Liaison Committee on Medical Education has served as the national accrediting agency for all programs in medical education leading to the M.D. degree. The LCME is sponsored, staffed, and financed by the Council on Medical Education of the American Medical Association and the Association of American Medical Colleges. Prior to 1942, beginning in the late nineteenth century, medical schools were reviewed and approved separately by the AAMC and the AMA.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs in medical education leading to the M.D. degree and programs in the basic medical sciences; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: 143

MEMBERSHIP: The membership of the Liaison Committee consists of 18 members as follows:

| | |
|---|---|
| 6 | representatives appointed by the Council on Medical Education, AMA |
| 6 | representatives appointed by the Executive Council, AAMC |
| 2 | public members |
| 1 | member appointed by the Committee on Accreditation of Canadian Medical Schools |
| 2 | student participants (non-voting) |
| 1 | federal participant designated by the Secretary, HHS (non-voting) |
| 18 | TOTAL |

Professional Members should (1) hold the M.D. degree, its recognized foreign equivalent, or the appropriate advanced degree in a basic medical science or in hospital or health care administration, or be eminently qualified in health care administration; and (2) currently hold, or have held, a faculty appointment at an accredited U.S. or Canadian medical school, or otherwise be eminently qualified in the process of undergraduate medical education. Public Members should by virtue of education, experience and public service possess special qualifications for bringing a "public" perspective to the process of evaluating medical education programs; however, in order to ensure the requisite impartiality to represent the public at large, members of the medical profession, persons otherwise eligible for selection as professional members, and anyone else who might be considered as sharing in the special interests of the institutions being evaluated shall be ineligible for service as a public member. Student Participants should: (1) be in their third or fourth year of medical school and have commenced the clinical phase of study; (2) be in good academic standing; (3) be persons whose performance warrants the judgment that their responsibilities to the Liaison Committee on Medical Education would be capably executed; and (4) be persons whose academic standing will not be jeopardized by the time needed to discharge their responsibilities to the Liaison Committee on Medical Education. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation of a medical school by the LCME carries with it eligibility for membership in the Association of American Medical Colleges.

ACCREDITATION AND LICENSURE: Accreditation is taken into consideration by all medical licensure boards in the United States and Canada.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The medical school, either separately or as a part of the university or another appropriate corporate entity, must be legally recognized and authorized by the geographic jurisdiction in which it is located to confer the M.D. degree.
(2) If the medical school is a component of a university, accreditation by the appropriate regional association is usually required.

ACCREDITATION STANDARDS AND GUIDELINES:

"Functions and Structure of a Medical School," 1985
Part I: Accreditation and the Liaison Committee on Medical Education
Part II: Standards for Accreditation of Medical Education Programs Leading to the M.D. Degree

ACCREDITATION CLASSIFICATIONS: Provisional Accreditation/Reasonable Assurance: Granted to developing schools which have been surveyed approximately one year prior to enrollment of a charter class of medical students and which are providing acceptable training up to that point.
Full Accreditation: Granted to schools which have met minimum standards for the entire four year period of training. Maximum term is ten years.
Probationary Accreditation: Granted to schools which do not evidence full compliance with accrediting standards and guidelines. Maximum term is four years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation and according to due process, if the school evidences serious deficiencies according to LCME standards.

THE ACCREDITING PROCESS:

(1) The LCME through the efforts of the professional staff members of the two parent Councils, provides factual information, advice, and both informal and formal consultation visits to newly developing schools at all stages from initial planning to actual operation.

(2) All schools, except those in the process of early development, are required to submit an institutional self-study. At least twelve months prior to a scheduled survey visit, seven sets of the Medical Education Data Base form are sent to the medical school. Each of the major departments is expected to submit descriptive data and a departmental self-analysis along with more general information compiled by the dean's office. These data are placed at the disposal of a broadly based institutional self-study task force which has the duty to prepare a general analytic summary of the status of the school.

(3) An on-site visit is made by a survey team. The team usually consists of four members, two of whom are representatives of the AAMC and two of the CME/AMA. These are persons who have had broad experience in many facets of medical education, including university and hospital administration, teaching, research, and medical practice. Additional members may be added to the team in response to special problems of the institution being visited. The visit usually takes three to four days. Expenses for visits made for reasonable assurance and initial provisional accreditation are billed directly to the host institution, and usually average about $500 per team member. Expenses for other types of survey visits are assumed by LCME.

(4) The team prepares a written report containing comments on the school's strengths and weaknesses, suggestions for improvement, and recommendations to the LCME regarding accreditation. A draft copy is submitted to the chief administrative officer of the school for comment on the findings and correction of factual data and then a final version is sent to LCME members and members of the Council on Medical Education, and to the Executive Council of the Association of American Medical Colleges for their comments on the report and criticisms of the team's recommendations regarding accreditation.

(5) The LCME makes all accreditation decisions.

(6) The action of the Liaison Committee is transmitted by the secretary to the president of the institution, to the dean of the medical school, and to the chairman of the Board of Trustees of the school.

(7) An appeal from an accrediting decision may be made according to established policies and procedures.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS:

(1) All schools holding any type of accreditation status are required to submit annual reports and such other progress or interim reports as may be required by the Liaison Committee.

(2) If a school is granted a ten year term of approval, it is required to submit a five-year interim status report detailing significant changes.

FEES: All direct costs of advice, consultation, evaluation, and accreditation of medical education leading to the M.D. degree are borne by the two parent organizations, not the institution, except for requests from proposed new schools of medicine for a Letter of Reasonable Assurance and original requests for LCME surveys leading to provisional accreditation. In these two circumstances, the institution is expected to pay all direct costs as well as a $5,000 fee to be applied toward indirect costs.

NATIONAL ASSOCIATION OF
SCHOOLS OF MUSIC

11250 ROGER BACON DRIVE, SUITE 5
RESTON, VIRGINIA 22090
TELEPHONE: 703-437-0700

Executive Director
    Samuel Hope
President
    Robert Glidden, Dean
    School of Music
    Florida State University
    Tallahassee, Floria 32306-2098

The National Association of Schools of Music was established in 1924 as the National Association of Schools of Music and Allied Arts.

POSTSECONDARY ACCREDITING BODIES:

COMMISSION ON UNDERGRADUATE STUDIES
COMMISSION ON GRADUATE STUDIES
COMMUNITY/JUNIOR COLLEGE COMMISSION
COMMISSION ON NON-DEGREE-GRANTING INSTITUTIONS

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits institutions and units (departments, programs, divisions, etc.) within institutions which offer associate, baccalaureate, and graduate degree programs in music and music-related disciplines. The association also accredits non-degree-granting institutions.

NUMBER OF MEMBER INSTITUTIONS: 532

MEMBERSHIP: The Accrediting Commissions consists of a total of 24 members elected by the delegate assembly of the Association from among individuals officially representing member institutions. The nominating committee takes into consideration the professional qualifications and accrediting experience of nominees. It also considers representation of the various types of educational institutions and an appropriate geographical distribution. Two public members are appointed by the president in consultation with the executive committee. Term of office is three years with two consecutive terms permitted. The term of office of public members is one year and may be renewed upon the recommendation of the executive committee.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION/MEMBERSHIP: The following eligibility requirements apply to all institutions, regardless of membership classification:

(1) The institution shall offer regular classes in such areas as theory, history, and appropriate repertories of music, as well as instruction in performance.

(2) The institution shall maintain a curricular program in musicianship skills at various levels appropriate to the needs of its students.
(3) The institution shall offer instruction in and opportunities for ensemble performance.
(4) All policies regarding the admission and retention of students, as well as those pertaining to the school's evaluation of progress through its educational program, shall be clearly defined in literature published by the institution.
(5) All tuition, fees, and other charges, as well as all policies pertaining thereto, shall be clearly described in the institution's published literature.
(6) Faculty members shall be qualified by educational background and/or professional experience for their specific teaching assignments. The institution shall list its faculty in its published literature.
(7) The institution shall have facilities and equipment adequate to the needs of its education program.

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Membership in the association for baccalaureate and graduate-degree granting institutions signifies accreditation. Such institutions shall meet the following basic criteria for membership, in addition to those listed above.
(1) The institution shall offer at least one complete curriculum, e.g., Bachelor of Music Education, Bachelor of Music with a major in Piano, Bachelor of Arts with a major in Music, et. al.
(2) Baccalaureate degree-granting institutions shall have graduated at least one senior class and another class shall be in readiness subject to examination.
(3) Institutions offering graduate programs must have graduate students in residence or have received plan approval from the Commission on Graduate Studies.
(4) There shall be in residence at each senior college or graduate school a minimum of 25 candidates for the curriculum or composite curricula on the basis of which the school is applying for membership.
(5) The institution shall have library space and holdings adequate to the needs of its educational program.
(6) The institution shall be accredited by the appropriate regional accrediting agency. In the case of special-purpose institutions, such regional accreditation will be required unless it is unavailable to those institutions. Instruction in fields other than music in these institutions shall be given by a regionally accredited college or university, or be otherwise accredited to the satisfaction of NASM.

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Community and Junior colleges shall meet the following basic criteria for membership, in addition to those listed previously:
(1) The institution shall be accredited by the appropriate regional agency.
(2) The institution shall offer at least one program of study which is structured to provide transfer to a baccalaureate program in music.
(3) The institution shall maintain a minimum of 20 candidates for the curriculum or the composite curricula on the basis of which the school is applying for membership.

(4) The institution's music program shall have been in operation for at least three consecutive years. One music major transfer class shall have graduated and another shall be in readiness subject to examination.
(5) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

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Non-degree-granting institutions shall meet the following basic criteria for accreditation, in addition to those listed previously.
(1) The institution shall maintain an enrollment sufficient to support an ensemble program and to provide a sense of musical community.
(2) The institution shall have been in operation for at least three consecutive years and shall maintain its programs on a regular academic-year basis.
(3) The institution shall either have library space and holdings adequate for its educational programs, or shall have made arrangements for its students and faculty to have access to appropriate library facilities in the immediate area.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Baccalaureate and Graduate Degree Granting Institutions," "Standards for Community/Junior Colleges," "Standards for Non-Degree-Granting Institutions" in NASM Handbook, published in 1985-86 and biennially.

ACCREDITATION CLASSIFICATIONS: Institutions meeting Association standards for accreditation shall be accorded Membership in the categories outlined below. Institutions eligible to apply for accredited membership include independent music schools, colleges, universities, two-year institutions and institutions offering graduate work only.
Associate Membership may be granted to baccalaureate and/or graduate degree-granting institutions, community/junior colleges, or non-degree-granting institutions applying for the first time which meet a substantial portion of the standards of the Association and which show promise of being able to meet completely the Association's standards for all music curricula offered by the institution. Accreditation with Associate Membership is valid for up to five years. At the end of this period, such institutions will be required to satisfy all criteria for Membership in the Association.
Membership is granted to baccalaureate and/or graduate degree-granting institutions, community/junior colleges, and non-degree-granting institutions, meeting all of the standards of the Association. An institution approved for Membership is granted a five-year period of accreditation. At the end of five years, the institution is expected to apply for Renewal of Membership. An institution renewed for Membership is granted a ten-year period of accreditation. Community/Junior colleges are eligible for membership if their curricula and resources are equivalent to the first two years of four-year member institutions, and if their programs and curricula meet the NASM Standards for Community/Junior Colleges.
Non-degree-granting institutions are eligible for membership if their programs and curricula meet the NASM Standards for Non-Degree-Granting Institutions.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: An adverse decision regarding Membership in NASM shall be defined as denial of Membership, revocation of Membership, the placing of an institution on probation, continuing denial of a request for approval of new curricula, or continuing deferral of action on an application for membership.

THE ACCREDITING PROCESS:

(1) Application for membership, accompanied by an application fee, is filed with the National Office. The application fee for each of the first two visits for accreditation is $400. After the second visit for accreditation, there is no further application fee.

(2) A self-study is required of all institutions/programs applying for accreditation.

(3) An on-site evaluation team visit follows the submission of a satisfactory self-study. The team usually consists of two peers from accredited institutions. The usual duration of the visit is two days. The host institution is responsible for the expenses of team members.

(4) A report of the visiting team is submitted to the appropriate commission(s), after first being submitted for comment to the host institution.

(5) After formal examination and recommendation by the appropriate commission(s) the membership status of the institution is determined.

(6) Notification of projected membership status is forwarded to the institution approximately one month following the commission meetings.

(7) The Association publishes a statement of policy and procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF MEMBERSHIP INSTITUTIONS:

(1) Each member institution must agree to abide by the constitution and by-laws, the operational and curricular standards, the code of ethics and the rules of practice and procedure adopted by the Association.

(2) Institutions are required to file annual reports and such other reports as may be required by the Association.

(3) When instituting new or substantially revised curricula, institutions holding membership shall contact the executive director regarding the appropriate procedures.

ANNUAL DUES: Annual dues range from $375 to $990 per institution, depending upon the size and levels of the music program.

## COUNCIL ON ACCREDITATION OF NURSE ANESTHESIA EDUCATIONAL PROGRAMS/SCHOOLS

216 HIGGINS ROAD
PARK RIDGE, ILLINOIS 60068
TELEPHONE: 312-692-7050

Executive Staff
  Doris A. Stoll, CRNA

The Council on Accreditation of Nurse Anesthesia Educational Programs/Schools was established in 1975 by the American Association of Nurse Anesthetists (AANA).

POSTSECONDARY ACCREDITING BODY

COUNCIL ON ACCREDITATION OF NURSE ANESTHESIA EDUCATIONAL PROGRAMS/SCHOOLS
Chairperson
  Mary R. Vidaurri, CRNA, PhD
  Program Director
  Henry Ford Hospital
  University of Detroit
  West Bloomfield, Michigan 48033

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Generic nurse anesthesia educational programs/schools.

NUMBER OF ACCREDITED PROGRAMS: 110

MEMBERSHIP: The Council has 12 elected members and one appointed member:
3 - CRNA Educators
2 - CRNA Practitioners
1 - RN Anesthesia Student
2 - Public Members
3 - MD Anesthesiologists
1 - Health Care Administrator
1 - Chairman of AANA Education Committee (appointed member)

ACCREDITATION AND LICENSURE:
- Graduation from an accredited program is one requirement for certification eligibility.
- Thirty-five states require graduation from an accredited program as a practice requirement or as a requirement for licensure as a nurse anesthetist. States have various terminology to designate advanced or enlarged scope of practice for the CRNA.
- Institutional Credential Committees recognize graduation from a Council accredited program as one criteria for credentialing.
- The Joint Commission on Hospital Accreditation likewise recognizes Council accreditation in credentialing.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) Must function under auspices of a senior college or university, medical facility, professional corporation in conjunction with a medical facility.
(2) Must have access to clinical resources.
(3) University/college must be regionally approved.
(4) Medical facilities must be JCAH approved.
(5) Must demonstrate qualified faculty and resources.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards & Guidelines, Council on Accreditation of Nurse Anesthesia Educational Programs/Schools."

ACCREDITATION CLASSIFICATIONS: Preaccreditation; Initial Accreditation; Accreditation; Probation; Revocation; Withdrawal.

ADVERSE ACCREDITATION ACTIONS: Denial; Probation; Revocation.

PROCEDURES REQUIRED OF ACCREDITED PROGRAM:

(1) Letter of Intent
(2) Self Study/Onsite Review/Summary Report
(3) Interim Report at two years (if accredited for four years)
(4) Progress Reports as requested
(5) Yearly demographic update
(6) Yearly registration of students

FEE: Initial Application - $200; Onsite review, 2 days - $1000; Onsite review, 3 days or 3 reviewers - $1500.
Annual member fee: 0 - 6 students - $400
7 - 20 students - $500
21 - 40 students - $500
over 40 students - $700

## NATIONAL LEAGUE FOR NURSING

10 COLUMBUS CIRCLE
NEW YORK, NEW YORK 10019
TELEPHONE: 212-582-1022

Executive Director
    Pamela J. Maraldo, Ph.D.

President
    Jackie Kinder, Ed.D., Director
    University of Health Service
    Gilbert Health Center
    University of Georgia
    Athen, Georgia

Director, Division of Accreditation Services
    Carl Miller, D.N.SC

The National League for Nursing was established in 1952 through the merger of several national nursing organizations with the National League of Nursing Education.

POSTSECONDARY ACCREDITING BODIES:

BOARD OF REVIEW FOR BACCALAUREATE AND HIGHER DEGREE PROGRAMS
Secretary
    Judith Allen, Ed.D.
BOARD OF REVIEW FOR ASSOCIATE DEGREE PROGRAMS
Secretary
    Helen Tirpak, Ph.D.
BOARD OF REVIEW FOR DIPLOMA PROGRAMS
Secretary
    Marilyn Burkart
BOARD OF REVIEW FOR PRACTICAL NURSING PROGRAMS
Secretary
    M. Patricia O'Connell

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs in nursing from the diploma through the master's level, and practical nursing programs; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS: Baccalaureate and master's degree programs--607; associate degree programs--467; diploma programs--250; practical nursing programs--173

MEMBERSHIP: Each board of review is comprised of ten members, nine peers from the same council and within the same discipline and one member from outside the discipline. Board of review members and alternates are elected by peers to serve a three-year term. The peer members of each board hold administrative or teaching positions in NLN-accredited programs, come from various sections of the country, represent educational units of varying size as well as units in public and private educational institutions, and represent constituents of the council as to types of programs. An NLN staff member serves (without vote) as secretary to each particular board.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: A program in nursing education is eligible for evaluation for NLN accreditation when the following conditions exist:

(1) The institution offering the program is legally authorized to grant the credential (degree, diploma, or certificate) to which the program leads.

(2) The institution offering the program and granting the credential is accredited by the appropriate accrediting agency.

  (a) If the program is controlled by a college, university, or technical institution which is part of the system of higher education and grants a diploma or certificate, an associate, baccalaureate, or higher degree in nursing, the institution is accredited by the appropriate commission of the regional accrediting association.

  (b) If the program is controlled by a hospital and grants a diploma, the hospital is approved by the Joint Commission on Accreditation of Hospitals.

  (c) If the program is controlled by a vocational school and grants a certificate, the school is approved by the appropriate state agency for vocational education.

(3) The program is currently approved without qualification by the state board of nursing. This policy is not applicable to those programs in nursing over which the state board of nursing has no jurisdiction (i.e., master's degree programs or programs admitting previously licensed registered nurses).

(4) The program has graduated at least one class of students.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for the Evaluation of Baccalaureate and Higher Degree Programs in Nursing," 1983.
"Criteria for the Evaluation of Associate Degree Programs in Nursing," 1982.
"Criteria for the Evaluation of Diploma Programs in Nursing," 1982.
"Criteria for the Evaluation of Educational Programs in Practical Nursing," 1986.

ACCREDITATION CLASSIFICATIONS: Initial Accreditation: Accreditation is granted to programs which meet NLN criteria. Maximum interval is eight years. Continuing Accreditation: Granted to programs which meet NLN criteria. Maximum interval is eight years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferment: A Board defers action on a program being considered for initial accreditation when there is evidence that there are weaknesses (in relation to the criteria) that are of sufficient import to counterbalance the existing strengths but that may be minimized or eliminated in a short period of time. When this action is taken, the Board of

Review identifies the criteria that have not been met and makes recommendations to assist the unit to meet them within a maximum of two years.

Denial: A Board denies initial accreditation when a program does not present evidence that the established criteria are being met. The program may reinitiate the accreditation process at any time, according to established procedures. A Board denies continuing accreditation when a program that has been placed on two consecutive warnings does not present sufficient evidence that the established criteria are being met. The program may reinitiate application for the accreditation process at any time, according to established procedures.

Warning: A Board places an accredited program on warning (1) when the program has made limited progress in regard to improvement or the resolution of weaknesses since the last evaluation or the submission of a progress report or (2) when the program has lost some of its strengths since the last evaluation and is therefore failing to meet many of the established criteria. No more than two consecutive warnings can be granted.

THE ACCREDITING PROCESS:

(1) When the faculty of a unit in nursing anticipates applying for NLN accreditation, it requests information concerning the process and requirements from the NLN divisional staff.

(2) Planning for continuing accreditation of a program may be initiated in one of two ways: (a) NLN divisional staff notifies the program that a revisit is pending; or (b) the nurse administrator of the program(s) communicates with NLN to request an earlier visit or a delayed visit.

(3) The institution or educational unit in nursing may request a coordinated visit with other agencies legally and officially recognized as accrediting bodies. NLN will schedule its visit in conjunction with the other agency whenever possible.

(4) A self-study report is required of every program applying for initial or continuing accreditation.

(5) An on-site evaluation team visit follows the submission of the self-study report. The visiting team is made up of two or more members, according to the complexity of the setting and/or the diversity of educational programs to be visited. Members of the visiting teams are chosen on the basis of their experience and competence in the particular type or types of nursing programs being visited. The visitors are faculty members from NLN-accredited programs, usually in the region but never in the state in which the unit is located. If a unit in nursing wishes to have an additional person (such as a generalist) serve on the team, the arrangement is made with the understanding that the institution is fully responsible for this person's expenses in participating in the visit. The duration of the visit is usually three days.

(6) The report of the visiting team is shared with the school/program personnel and a copy is sent to NLN. The report includes the visitor's statements of the major strengths and areas of concern of the program in relation to the accreditation criteria.

(7) Opportunity is afforded to both the chief administrative officer of the institution and the administrator of the unit in nursing for review and correction of any errors in factual data in the visitors' report. When the corrections are returned to NLN, such corrections and

comments are appended to the visitors' report. Copies of the report are sent to both the chief administrative officer of the institution and the administrator of the unit in nursing.

(8) The Board of Review decides the accreditation status of the program based upon an evaluation of the program in accordance with stated criteria.

(9) The secretary to the Board transmits official notice of the Board's action and recommendations to the chief administrator of the parent organization, with a copy of the letter and recommendations to the administrator of the education unit in nursing.

(10) An explanatory conference relating to any action of a Board of Review may be arranged with NLN staff. Division staff can only explain and interpret the decision and recommendations of the Board.

(11) A program in nursing for which initial or continuing accreditation has been deferred or denied may appeal the decision. An appeal panel is comprised of three members, two peers from the same council and within the same discipline and one general educator. Appeal panel members and alternates are elected by peers to serve a three-year term. The decision of the appeal panel is final.

(12) An accredited program, with the date of the next scheduled visit appears on the official list which is published annually.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: When an educational unit in nursing with an accredited program plans to (1) institute a change in the control of the program, (2) institute a change in objectives that would affect the position for which the graduate will be prepared, (3) markedly reorganize the curriculum and its courses, or (4) institute extensions, expansions, consortia, or other cooperative institutional systems, the educational unit shall submit to the Board of Review an outline of the major aspects of the planned change(s) and the date set for the implementation of the changes(s). If the state-approved status of an NLN-accredited program is changed or removed, the administrator of the program shall immediately transmit this information to the Board of Review, together with the reasons given for the decision and the plans made by the program to become fully reinstated.

If an institution that offers an NLN-accredited program loses its accreditation by an appropriate regional accrediting agency or the Joint Commission on Accreditation of Hospitals, the administrator of the program shall immediately submit to the Board of Review a report explaining the reasons for the decision, the effect of the decision on the program in nursing, and the plans made by the institution to become fully reinstated.

The Board of Review may change the date of the next visit based on its evaluation of progress reports, program complaints, and reports of program changes.

FEES AND DUES: Annual dues range from $425 to $1375 per institution, based on the nature of the program plus $225 per day for each visitor. An evaluation fee for non-NLN agency members who request an accreditation visit is $4500 flat service fee plus $225 per day for each visitor.

# AMERICAN OPTOMETRIC ASSOCIATION

243 NORTH LINDBERGH BOULEVARD
ST. LOUIS, MISSOURI 63141
TELEPHONE: 314-991-4100

Executive Director
O. Gordon Banks
President
David W. Ferris, O.D.
Practicing Optometrist

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON OPTOMETRIC EDUCATION
Manager
Ellis S. Smith, Jr., M.S.
Chairman
Charles W. Stewart, O.D., Ph.D.
Retired Optometrist

The Council on Optometric Education was established by the House of Delegates of the American Optometric Association.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to professional programs in optometry (O.D.), optometric technician programs (Associate degree level), and optometric residency programs; geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED UNITS:
18 professional optometric degree programs
13 optometric technician programs

MEMBERSHIP: The Council is composed of nine members, including:

3 representatives of the American Optometric Association
2 representatives of the International Association of Boards of Examiners in Optometry
2 representatives of accredited schools an colleges of optometry
2 representatives of the lay public

All members are appointed by the president of the American Optometric Association with the advice and consent of the Board of Trustees. Professional Council members serve staggered terms of four years and may be reappointed for multiple terms. Public representatives are appointed for two year terms, and may also be reappointed.

ACCREDITATION AND LICENSURE: Most states require graduation from a COE accredited school or college of optometry for licensing as a practicing optometrist.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: To be eligible for accreditation, a school or college of optometry must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to educational purposes.
(2) Be legally authorized to confer the Doctor of Optometry degree upon its graduates in recognition of their successful completion of a four year professional program of study in optometry.
(3) Have employed a dean or other chief administrative officer.
(4) Have completed a self-study according to requirements.
(5) Apply for accreditation and meet the standards of the Council.

To be eligible for accreditation, an optometric technician's education program must:

(1) Be an institution or part of an institution which is a non-profit corporation devoted primarily to education purposes.
(2) Be or be associated with an institution which is legally authorized to confer the associate of science or associate of arts degree upon its graduates.
(3) Have employed a dean or other chief administrative officer.
(4) Have completed a self-study according to requirements.
(5) Apply for accreditation and meet the standards of the council.

ACCREDITING STANDARDS AND GUIDELINES: "Accreditation Manual: Professional Optometric Degree Programs," 1983.

ACCREDITATION CLASSIFICATION: Pre-Accreditation Classifications: The Council extends accreditation to professional optometric degree programs at schools or colleges of optometry for periods of time no longer than seven years. When the Council takes action with respect to the accreditation of an optometric educational program, it will designate the specific length of time for which accreditation has been granted. The Council will conduct the next on-site visitation at the end of the period designated as the accreditation length. The accreditation length is measured from the date of the most recent on-site visitation.

The Council monitors compliance by each program with respect to the recommendations submitted at the time of the notification of accreditation, and the Council reserves the privilege of arranging for an on-site visitation to any school of college of optometry, with the consent of the institution, when the Council deems such a visit to be advisable.

The following accreditation classifications for the professional optometric degree programs have been approved by the Council on Optometric Education:

1. Accredited. A classification granted to an educational program indicating that the program achieves or exceeds the requirements for accreditation. The classification indicates that the program has no serious deficiencies or weaknesses; however, recommendations or suggestions relating to program enhancement are customarily included in evaluation reports. A Council evaluation, including an on-site visitation is required to earn the Accredited status. Even though programs have received the Accredited status, programs nonetheless may be required to submit reports to the Council detailing the progress which has been mede toward implementation of the recommendations of the most recent evaluation report.

2. Conditionally Accredited. A classification granted to an educational program indicating the existence of serious deficiencies or weaknesses. The deficiencies or weaknesses are considered to be of such a nature that they can be corrected within a reasonable time, ordinarily defined as a period not exceeding two years. A program with this classification may be required to submit progress reports and will be expected to demonstrate significant progress within two years.

3. Provisionally Accredited. A classification granted to an educational program indicating the existence of a number of major deficiencies or weaknesses in more than one basic area of the program. The deficiencies or weaknesses, however, are considered to be of such magnitude that, if not corrected, withdrawal of the program's accreditation will result. Programs with this classification will be required to submit progress reports and to demonstrate significant progress within one year.

4. Preliminary Approval. A classification granted to an optometric educational program that has enrolled students but which is not fully operational indicating that the program is developing in accordance with guidelines established by the Council. The decisions regarding whether to grant this classification must be based upon an on-site visitation.

5. Reasonable Assurance. A classification granted to a program or to a proposed program that is in the early stages of planning prior to the enrollment of students indicating that the educational setting, governing body, and organizational pattern appear appropriate for the development of an educational program that will meet the standards of the Council. A Reasonable Assurance statement for an optometric school or college may be based upon an on-site visitiation.

INITIAL APPLICATION: Inquiries relative to the eventual accreditation of a proposed professional optometric degree program should be directed to the Manager, Council on Optometric Education, American Optometric Association, 243 North Lindbergh Boulevard, St. Louis, Missouri 63141. In response to any inquiry the Accreditation Manual: Professional Optometric Degree Programs and Self-Study Guide: Professional Optometric Degree Programs will be sent to the inquiring institution. In addition to this printed information the Council is available to interested institutions for consultation and guidance during the initial plannning and development of a new program. Indeed, the Council encourages those interested in the establishment of an optometric educational program to seek its advice as early in the planning stages as possible. This will help to assure that the program meets applicable accreditation requirements as it develops.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation may be denied or withdrawn, after full deliberation by the Council and in accord with due process, if a program does not comply with accreditation standards and procedures.

THE ACCREDITING PROCESS:

(1) A self-study, prepared in accordance with the Council's requirements, is required of all applying programs and of all programs reviewed for reaccreditation.

(2) An on-site visit by an evaluation team follows the submission of a satisfactory self-study. Insofar as possible, the evaluation team assigned to visit a professional optometric education program is composed of at least two Council members, consultants with special expertise, and sometimes a Council staff member. An evaluation team appointed to evaluate a paraoptometric educational program includes a Council member and a consultant in the field being reviewed and may include a Council staff member. The length of the visit is normally one day for paraoptometric programs and three and a half days for professional programs.

(3) A draft of the evaluation team's report is submitted to the institution for review of factual accuracy. Institutions may challenge the factual accuracy of any aspect of the report by submitting additional information or comments to the evalution team or, later, to the Council.

(4) After the report has been reviewed for factual accuracy, it is submitted to the Council for deliberation and decision.

(5) Procedures for appeal and contest of the Council's accreditation decisions are outlined in the Accreditation Manual: PROFESSIONAL OPTOMETRIC DEGREE PROGRAMS published by the Council.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs which have any type of accreditation status are required to submit an annual report, which is a general document informing the Council of the overall state of affairs at the institution and of plans for the coming year. All the schools and colleges of optometry are required to complete an annual survey questionnaire which requests detailed statistical information on enrollment, admissions, curriculum, faculty, and finances. Programs may be required to submit progress reports which are directed toward specific recommendations of the evaluation team report.

FEES AND DUES: The cost of on-site evaluation visitations are borne by the institutions visited. The American Optometric Association assists the Council with the other expenses of its accreditation activities.

## AMERICAN OSTEOPATHIC ASSOCIATION

212 EAST OHIO STREET
CHICAGO, ILLINOIS 60611
TELEPHONE: 312-280-5800

Executive Director
    John P. Perrin

President
    Eugene L. Sikorski, D.O.

The American Osteopathic Association was organized in 1897 as the American Association for the Advancement of Osteopathy. The present title was adopted in 1901.

POSTSECONDARY ACCREDITING BODY:

BUREAU OF PROFESSIONAL EDUCATION
Director
    Douglas Ward
Chairman
    Philip Adler, D.O.

The Bureau of Professional Education was established in 1901 as the Committee on Education. The present title was adopted in 1923.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to colleges of osteopathic medicine; geographic scope is national.

NUMBER OF ACCREDITED INSTITUTIONS: 15

MEMBERSHIP: The Bureau of Professional Education consists of a chairman, vice-chairman, public representatives, and the chairmen of the following committees:

(1) Advisory Board of Osteopathic Specialists
(2) Committee on Postdoctoral Training
(3) Sub-committee on Intern Training
(4) Sub-committees on Residency/Osteopathic, Residency/Non-Osteopathic and Preceptorship Training
(5) Committee on Colleges
(6) American Association of Colleges of Osteopathic Medicine
(7) National Board of Examiners for Osteopathic Physicians and Surgeons
(8) Committee on Continuing Medical Education

All members are appointed by the Board of Trustees. Term of membership is three years, with an unlimited number of terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is required for institutional membership in the American Association of Colleges of Osteopathic Medicine. Graduation from an accredited college is a prerequisite for individual membership in the American Osteopathic Association.

ACCREDITATION AND LICENSURE: Graduation from an accredited college is required for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The education program must be sponsored by an academic institution authorized within the public trust to offer the Doctor of Osteopathy degree.
(2) A college of osteopathic medicine shall be incorporated as a non-profit institution.
(3) University-based colleges must be located in institutions accredited by their regional associations.

ACCREDITATION STANDARDS AND GUIDELINES:
"Accreditation Standards and Procedures for Colleges of Osteopathic Medicine," 1983

ACCREDITATION CLASSIFICATIONS: Pre-Accreditation: Applies to a college which is formally recognized but to which no initial student group has been admitted. Maximum term is one year.
Provisional Accreditation: Applies to a college which has admitted an initial class of students but has not graduated students. Maximum term is 3-4 years.
Full Accreditation: Applies to a fully operational college which has graduated students. Maximum term is 5 years.

ADVERSE ACCREDITATION ACTION/DECISIONS: Private Probation: A college which exhibits such weakness as to threaten the quality of the total program may be placed on private probation. Ordinarily, the college will have had prior indication of this weakness by a statement of weakness and specified conditions attached to its continued accreditation. Private probation results when remediation is not proceeding at an adequate rate.
Public Probation: A college in which conditions are such that its existence is threatened or that its continued accreditation is contingent upon major and expeditious corrective measures may be placed on public probation. This status will be publicly reported and will be continued for no more than two years. Failure to demonstrate marked progress after one year will result in termination of accreditation.

THE ACCREDITING PROCESS:

(1) A college wishing to be considered for accreditation (initially or for renewal) must complete a comprehensive critical self-study and submit a self-study report.
(2) An evaluation team visit follows the submission of a satisfactory self-study report. The team consists of approximately six to nine members who are selected from a list of persons well qualified for the complex study of the many processes and procedures that comprise a college of osteopathic medicine. The duration of the visit is three days. Expenses are assumed by the American Osteopathic Association.

(3) A tentative report of the team's visit is submitted to the chief administrator of the college (without the team's recommendations for accreditation status) for factual verification.
(4) The report is submitted to the Committee on Colleges.
(5) The institution may appear before the Committee on Colleges.
(6) The Committee on Colleges sends all materials, including the orignal team recommendations and its own, to the Bureau of Professional Education.
(7) The Bureau reaches a decision which is final.
(8) The Board of Trustees is advised of the actions taken.
(9) Appeal for reconsideration of action (other than public probation or withdrawal of accreditation) must be directed to the Bureau which may or may not find the evidence submitted as justifying further consideration. In any case, its decision after further consideration is final. Final appeal may be made to the Board of Trustees.
(10) A statement of policy and procedures for the appeal of public probation or withdrawal of accreditation is published by the association and is available upon request.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college is obligated, as a condition of continued accreditation, to afford representatives of the American Osteopathic Association opportunities to study and evaluate all aspects of its program. Records of information on students and faculty and other data as requested shall be reported annually to the Department of Education of the American Osteopathic Association. It is recommended that accredited colleges maintain membership in the American Association of Colleges of Osteopathic Medicine.

FEES AND DUES: All fees and dues relating to accreditation are assumed by the American Osteopathic Association.

# AMERICAN COUNCIL ON PHARMACEUTICAL EDUCATION

311 WEST SUPERIOR STREET
CHICAGO, ILLINOIS 60610
TELEPHONE: 312-664-3575

Executive Director
Daniel A. Nona
President
John H. Vandel, Practitioner

The American Council on Pharmaceutical Education was established in 1932 by the National Association of Boards of Pharmacy, American Association of Colleges of Pharmacy, and the American Pharmaceutical Association.

SCOPE OF RECOGNITION: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to programs leading to the two professional degrees in pharmacy, the baccalaureate in pharmacy degree and the doctor of pharmacy degree. Either program may be the first professional degree.

NUMBER OF ACCREDITED PROGRAMS: Professional programs of 72 colleges and schools of pharmacy.

MEMBERSHIP: The Council is composed of ten members as follows:

3 members appointed by the American Association of Colleges and Pharmacy
3 members appointed by the American Pharmaceutical Association
3 members appointed by the National Association of Boards of Pharmacy
1 member appointed by the American Council on Education

Term of membership is six years with no specified policy concerning the number of consecutive terms permitted.

Two additional public members serve in an advisory, non-voting capacity; these members' terms of appointment are five years (one term only).

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Accreditation is a prerequisite for institutional/program membership in the American Association of Colleges of Pharmacy.

ACCREDITATION AND LICENSURE: Statutory or regulatory requirements in all states include graduation from an accredited pharmacy degree program as a prerequisite for licensure.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: The professional programs of an existing college of pharmacy in order to be eligible for accreditation must be a part of an established independent college of pharmacy or a college or school within a university or other regularly incorporated or legally empowered educational institution which meets the standards of the Council.

Programs in new colleges and planned colleges and new programs in existing colleges must show evidence of reasonable assurance of meeting the Council's standards for accreditation. While the Council does not require regional accreditation to be eligible for ACPE accreditation, the seeking of such accreditation is encouraged. Colleges of pharmacy that are a part of a university or comparable institution which has lost its regional accreditation will be re-investigated by the Council to determine the effect of such accreditation loss on its programs and appropriate action will be taken.

ACCREDITATION STANDARDS AND GUIDELINES: "Accreditation Standards" in ACCREDITATION MANUAL, Eigth Edition, 1984.

ACCREDITATION CLASSIFICATIONS: Precandidate for Accreditation: Applies to projected new colleges of pharmacy in the planning stages which have no students but which have a dean or other full-time planning officer.

Candidate for Accreditation: Applies to new colleges of pharmacy that have students in one or more professional undergraduate programs but have not had a graduating class. Maximum term is two years.

Accreditation: Applies to colleges/programs which meet accrediting criteria. Maximum term is six years.

Probationary Accreditation: Applies to colleges of pharmacy whose professional programs are not in compliance with standards. The institution is requested to "show cause" within six months why such probationary status is made public, such status may be removed through evidence, presented in writing or in person at a Council meeting, that the noted deficiencies have been corrected.

ACCREDITATION PROCESS: Accreditation may be defined as the public recognition accorded to a specialized program of study which meets certain established qualifications and educational standards through initial and periodic evaluations. The essential purpose of the accreditation process is to provide a professional judgment of the quality of the educational program offered and to encourage continued improvement thereof.

ACPE accredits programs leading to the two professional degrees in pharmacy, the baccalaureate in pharmacy degree and the doctor of pharmacy degree. Colleges and schools offering both programs are evaluated concurrently for purposes of accreditation. A program self-study which includes information on both faculty and student achievements and on educational outcomes which demonstrate the program's success in attaining its objectives is required in advance of the evaluation. Evaluation teams are comprised of a member of the ACPE, the executive staff officer and faculty members of the nation's colleges and schools of pharmacy. A member of the board of pharmacy of the state in which the institution is located is invited to work with the team and the institution may invite a member of the regional accrediting body to participate in the work of the team. The on-site visit involves interviews with the dean, faculty, students, and university administrators. A survey is made of physical and clinical facilities as well as other educational resources. A written report is furnished to the institution commenting on the program's areas of strength, areas needing improvement, suggestions concerning means of improvement, and specific areas, if any, where the program may not be in compliance with ACPE standards. The institution is given opportunity to respond to the report of the evaluation team. During a subsequent meeting of the ACPE the report of the evaluators and communications from the institution are considered for purposes of determining compliance with standards and the accreditability of the program. The program of the college or school is either accredited, not accredited, or placed on probation. A college or school whose program is not accredited or whose program is placed on probation is given due notice in accord with established policies and procedures. Colleges or schools where programs are not accredited have a specified appeal mechanism available to them. On-site evaluations are customarily made on a six-year cycle; however, programs may be reviewed for purposes of accreditation within a shorter time period based upon a written progress report or an on-site evaluation, at the discretion of the Council. Interim monitoring of program quality includes special reporting as may be requested.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: The Council may fail to accredit or fail to continue to accredit a program/institution which does not exhibit compliance with the accrediting standards.

FEES: Travel costs of evaluation team set at $4500 (six-year cycle).

## AMERICAN PHYSICAL THERAPY ASSOCIATION

111 NORTH FAIRFAX STREET
ALEXANDRIA, VIRGINIA 22314
TELEPHONE: 703-684-2782

Acting Executive Director
    Eugene Michaels
President
    Jane Mathews
    258 Atlantic Road
    Gloucester, Massachusetts 01930

The American Physical Therapy Association was established in 1921 as the American Physiotherapy Association. The present title was adopted in 1948.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION IN EDUCATION:
Director, Department of Education
    Patricia Yarbrough, Ph.D.
Chair
    Carolyn Rozier, Ph.D.
    Vice President for Academic Affairs
    Texas Womens University
    Box 22487 TWV Station
    Benton, Texas 76204

The Commission on Accreditation in Education was established in 1964 as the Committee on Basic Education. The name was changed in 1974 to the Committee on Accreditation in Education. The present title was assumed in 1983.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Grants accreditation to entry-level programs (associate degree through graduate) for physical therapist and physical therapist assistants. Geographic scope is international.

NUMBER OF ACCREDITED PROGRAMS
117 physical therapist
71 physical therapist assistant

MEMBERSHIP: The Commission on Accreditation in Education is composed of:

Physical Therapy Review Panel
1 Physical Therapy Educator (Basic Sciences)*
1 Physical Therapy Educator (Curriculum Development)*
1 Physical Therapist Educator (Academic Administration)*
1 Physical Therapy Educator*

1 Physical Therapy Clinical Educator Active in Clinical Practice and Clinical Teaching
1 Physical Therapy Clinician
1 Physician
1 Institutional Member (Administrator in Higher Education/Health Science)
1 Public Member (non-reviewer)

* Appointments to these positions should reflect representation and active involvement from both baccalaureate and postbaccalaureate educational programs.

Physical Therapist Assistant Review Panel

1 Physical Therapist Assistant Educator (a program director experienced in administration and curriculum development)
1 Physical Therapy Educator (representing an entry-level program; preferably representing both levels of education)
1 Physical Therapist in Clinical Practice who Supervises Physical Therapy Assistants
1 Physical Therapist Assistant Clinician
1 Public Member (non-reviewer)
14 TOTAL

The physical therapist, physical therapist assistant, and physician representatives must be experienced members of the pool of on-site evaluators and must be experienced in education or in the practice of physical therapy. Members are selected by the Board of Directors. The term appointment is for three years and reappointments may occur. All appointments are made on the basis of an individual's expertise and potential for contribution to the Commission and are non-discriminatory with regard to race, creed, national orgin, or sex.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Graduation from an accredited program is a prerequisite for individual membership in the American Physical Therapy Association.

ACCREDITATION AND LICENSURE: Graduation from an approved/accredited program is required for licensure of physical therapist in all states, the District of Columbia, and Puerto Rico. Graduation from an approved/accredited program (or equivalent) is required in the 28 states which license physical therapist assistants.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) A completed Declaration of Intent to Apply for Accreditation.
(2) Evidence that the institution is an institution of higher education accredited by an agency or association recognized by the U.S. Department of Education or the Council on Postsecondary Accreditation, or have at least candidate status granted by the appropriate accrediting agency or association.
(3) Evidence that the institution has employed a program director who is a graduate of an accredited or equivalent educational program for the physical therapist. The program director should be employed full-time and should be the permanent director who will plan, as well as implement, the program; this concept does not imply that tenure is required.

ACCREDITING STANDARDS AND GUIDELINES: "Standards for Accreditation of Physical Therapy Educational Programs," June 1978.

ACCREDITATION CLASSIFICATION: Accreditation: Granted to programs which evidence substantial compliance with the accrediting standards. Maximum term is 5 years.
Probationary Accreditation: Granted to a program which evidences serious non-compliance with standards. Deficiencies appear to jeopardize the educational quality of the program. Maximum term is 2 years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Deferment: An application for accreditation may be deferred for a minimum of one year to permit the program to produce additional evidence of compliance with the standards.
Withheld: Information contained in the application or the report of the visiting team indicates that the program, as currently planned or conducted, does not fulfill several major requirements specified in the standards and the deficiencies are not easily remedied.
Withdrawn: Accreditation may be withdrawn at the request of the institution. In such cases, the institution is informed that any reactivation of the program will be treated as a new program for purposes of accreditation.
Accreditation is withdrawn when the institution fails to show evidence of substantial compliance with the standards within the specified probationary period. A student enrolled in the program when the institution offering the program is notified that accreditation has been withdrawn will be permitted to complete the program on the usual schedule and will be considered as a graduate of an accredited program.

CANDIDACY PROCESS:
(1) The institution files a Declaration of Intent to apply for accreditation.
(2) A reader-consultant to the program is appointed from a pool of consultants and a copy of the Declaration is forwarded to the consultant. The institution is notified of the appointment of the consultant.
(3) The consultant submits a report on the applying institution to the institution and the Commission on Accreditation in Education.
(4) The institution/program submits a progress report to the Commission on Accreditation.
(5) The consultant reviews the progress report, makes a one-day visit to validate information in the Declaration of Intent and the progress report, and submits a report to the Commission on Accreditation and to the institution.
(6) The APTA Commission on Accreditation (APTA/CAE) examines information in the Declaration of Intent, the progress report, the report of the one day on-site evaluation, and the response of the institution to the on-site report, and grants Candidate for Accreditation status if the program demonstrates satisfactory progress toward compliance with APTA Standards and Criteria. This is a nonaccredited affiliation with the APTA/CAE and does not assure accreditation but allows the program to proceed with the accreditation process.

A program which is denied candidacy status will not be permitted to proceed with the accreditation process but has the opportunity to request reconsideration and/or appeal of the Commission's decision, as well as the opportunity to reapply.

THE ACCREDITING PROCESS:

(1) A program which has been granted candidacy status may proceed with the accreditation process.

(2) A self-study is required of all programs applying for accreditation or for reaffirmation of accreditation.

(3) An on-site evaluation team visit follows the submission of the self-study report. The team for physical therapist programs consists of three persons one educator, one practitioner, and one physician, basic scientist, or educational administrator) who are acceptable to the institution. The usual duration of the visit is three days. The team for physical therapist assistant programs consists of two persons one educator and one physical therapist assistant). Length of the visit for physical therapist assistant programs is two days. Expenses of the visit are borne by the association.

(4) The report of the visiting team is forwarded to the APTA administrative staff within two weeks of the visit. Copies are also forwarded to the chief administrative official of the sponsoring institution, the director of the physical therapy education program, and the team for comments, corrections, and additional information.

(5) Within two weeks of receipt of all comments, corrections, and additional material from the institution and the on-site team, the report is compiled and forwarded to the Commission on Accreditation in Education for action. Following Commission action, copies of the report are simultaneously forwarded to the members of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy education program.

(6) The action and a summary of all comments by the Commission is prepared and forwarded to each Commission member, each member of the on-site team, the chief administrative official of the sponsoring institution, and the director of the physical therapy program. If accreditation status is granted, all published lists are immediately revised to include the addition. All licensure boards, APTA components, and funding agencies are notified of the program's status.

(7) If the decision is to withhold or revoke accreditation, the institution is also provided with the opportunity to appeal the decision according to the appeals procedure published by the Association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit Annual Reports and other such reports as may be required by the Commission on Accreditation in Education.

FEES: Initial accreditation fee $1,000; Annual or sustaining fee $600

# AMERICAN PODIATRIC MEDICAL ASSOCIATION

20 CHEVY CHASE CIRCLE, N.W.
WASHINGTON, D.C. 20015
TELEPHONE: 202-537-4970

Executive Director
Norman Klombers

President
Richard H. Lanham, Jr.
Administrator (Academic Dean)

The American Podiatric Medical Assocaition was established in 1912 as the National Association of Chiropodists, and the title was changed in 1958 to the American Podiatry Association. The present title was adopted in 1984.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON PODIATRIC MEDICAL EDUCATION
Director
Jay Levrio
Chairman
Richard L. Hecker
Practicing Podiatrist

The Council on Podiatric Medical Education was estabished in 1918 as the Council on Education and became active in 1921. The title was changed in 1970 to the Council on Podiatry Education. The present title was adopted in 1984.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Grants accreditation or approval to colleges of podiatric medicine. Geographic scope includes the United States.

NUMBER OF ACCREDITED UNITS: 6 colleges of podiatric medicine

MEMBERSHIP: The Council on Podiatric Medical Education is composed of:

7 practicing podiatrists representing the American Podiatric Medical Association
2 members of accredited institutions representing the American Association of Colleges of Podiatric Medicine
1 member representing the Federation of Podiatry Boards
1 member representing the Council of Teaching Hospitals
2 public members
1 student member
14 TOTAL

Members are elected by the House of Delegates of the American Podiatric Medical Association. Practitioner members must be licensed podiatrists. The student member must be a current podiatry student. Term of membership is three years for all members except the student member who is elected for a one year term.

ACCREDITATION AND LICENSURE: All states require that a podiatrist be a graduate of an accredited college of podiatric medicine in the U.S. before licensure is granted. In at least seven states, a podiatrist must have completed an approved residency program in order to be eligible for licensure.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: Only licensed podiatrists may hold membership in the American Podiatric Medical Association.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: Applications for initial recognition (reasonable assurance) or preliminary accreditation are accepted from two types of podiatric medicine colleges: (1) newly established colleges that have begun actual operation with students enrolled; and (2) new colleges that have begun actual operation with students enrolled but which have not been in existence for four academic years to establish eligibility for full accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: Criteria and Guidelines for Colleges of Podiatric Medicine, August 1985.

ACCREDITATION CLASSIFICATIONS: Reasonable Assurance: Applies to a proposed college of podiatric medicine which is in the stages of development. Indicates that the areas reviewed by the Council are appropriate and the college appears to be developing an educational program that will meet the criteria of the Council.
Preliminary Accreditation: Applies to a new college of podiatric medicine in its formulative years. Indicates that the program for each academic year meets the Council's criteria and the college will most likely be granted full accreditation after the entire four-academic-year program is in operation. Granted for each academic year during the formulative period and may not extend beyond the first four academic years.
Accreditation: Applies to a college that meets or exceeds minimum criteria established by the Council. Period of accreditation may not exceed five years.
Published Probation: Applies to a college that has deficiencies which must be corrected shortly in order to meet the minimum criteria established by the Council. Unpublished Probation indicates major deficiencies that adversely affect the quality of education and, unless corrected, would soon lead to removal of accreditation.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Denied or Withdrawn: Applies to a college that does not meet the minimum criteria. Accreditation may be withdrawn if the chief administrative officer of the college does not extend an invitation for the Council to re-evaluate the college.
Suspension of Accreditation: Applies to emergency situations in which the educational processes are interrupted or deteriorated.

THE ACCREDITING PROCESS:

(1) Newly established colleges applying for reasonable assurance of accreditation must submit materials pertaining to educational environment, governing body, organizational pattern, proposed curriculum, financial support, staffing plans, and the relevance of the podiatry program to the mission of the parent institution if the college is part of an academic health center.

(2) Established colleges seeking preliminary or full accreditation must submit self-studies according to a format prescribed by the Council.

(3) An on-site evaluation follows the submission and review of the self-study. Members of the evaluating committee are appointed by the chairman of the Council and approved by the entire Council. The evaluating committee usually consists of: (a) at least two members of the Council on Podiatric Medical Education; (b) a representative of a college of podiatric medicine, who may or may not be a member of the Council, who serves as a consultant in a specialized area; (c) a consultant-generalist in higher education who may be recommended by a regional accrediting association; and (d) other consultants as may be needed for specialized subject areas. The length of the visit is three days for college programs.

(4) A draft of the committee's report is forwarded to the chief administrative officer of the college for verification of factual accuracy and for comments on the findings.

(5) Upon receipt of the comments from the chief administrative officer of the college, a revised draft of the report is prepared and forwarded to the Council for consideration. This draft is also sent to the chief administrative officer, along with a letter indicating the time and place of the Council meeting when the report will be discussed. The letter extends an invitation to the college to have a representative at the Council meeting at the appropriate time.

(6) The final report is considered by the Committee on Professional Education which transmits a recommendation concerning accreditation status to the full Council.

(7) Decisions of the Council are transmitted in writing approximately three months following the on-site evaluation to the chief administrative officer of college, to each member of the board of trustees of an independent college, and to the director of the academic health center when the college is part of a center.

(8) The Council publishes a formal statement of procedures for the appeal of adverse decisions.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: An accredited college of podiatric medicine is required to submit to the Council a report on the progress made in implementing the recommendations in the evaluation report. This report is due by November 15 each year following the year in which the evaluation is completed.

ACCREDITATION FEES: The Council may establish accreditation fees to be assessed to each institution or to a single agency representing accredited institutions sponsoring an accredited program of podiatric medical education or institution applying for accreditation status.

# AMERICAN PSYCHOLOGICAL ASSOCIATION

1200 SEVENTEENTH STREET, N.W.
WASHINGTON, D.C. 20036
TELEPHONE: 202-955-7670

Executive Officer
    Leonard D. Goodstein

President
    Logan Wright
    The Wright Foundation
    12727 Silver Lane
    Oklahoma City, Oklahoma 73120

The American Psychological Association was established in 1892.

POSTSECONDARY ACCREDITING BODY:

COMMITTEE ON ACCREDITATION
Director, Office of Accreditation
    Paul D. Nelson
Chairperson
    Joanne Callan, Provost
    CSPP-San Diego
    6212 Ferris Square
    San Diego, California 92121

The Committee on Accreditation was established in 1952 as the Committee on Evaluation. The present title was adopted in 1970.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits doctoral training programs in professional psychology and predoctoral internship training programs in clinical and counseling psychology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS:

| | |
|---|---|
| 140 | clinical |
| 46 | counseling |
| 32 | school |
| 5 | combined |
| 293 | internships |

MEMBERSHIP: The Committee on Accreditation is composed of:
- 8 members who represent both academic psychology and the practice of psychology in a variety of clinical, counseling, and school settings
- 2 lay representatives of the public

Members are appointed by the Education and Training Board of the Association with thought given to accrediting experience, relevant professional specialty, gender, and ethnic background. Term of membership is three years with one term permitted.

### ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The program must be housed in an institution accredited by its regional association.
(2) The program, wherever it may be administratively housed, must be clearly and publicly identified and labeled as a professional psychology program.
(3) A recognizable, coherent organizational entity must be responsible for the program.
(4) The faculty of the program must have clear authority and primary responsibility for all aspects of the program.
(5) The program must include an integrated, organized plan of study and must ensure a breadth of exposure to the field of psychology.
(6) The program must include supervised practicums, internships, field or laboratory training appropriate to the practice of psychology.
(7) There must be an identifiable psychology faculty and a psychologist responsible for the program.
(8) The program must have an identifiable body of students who are matriculated in the program for a degree.
(9) The institution must demonstrate its commitment to the program by appropriate financial support.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accreditation of Doctoral Training Programs and Internships in Professional Psychology," 1979.

ACCREDITATION CLASSIFICATIONS: Full Accreditation: Applies to programs which appear to meet all criteria for accreditation. Maximum term is five years.
Provisional Accreditation: Applies to programs which do not appear to meet all criteria for accreditation, but which have a reasonable expectation of meeting them within three years.
Probationary Accreditation: Applies to programs which were fully approved but do not now appear to meet all criteria. Status is granted for not less than one year. The Association may reveal to the public the name of any university or institution placed on probation and the length of the probationary period.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Revocation: Applies to programs which fail to comply with criteria for accreditation. Normally, a fully approved program is placed on probation prior to the revocation of full accreditation.

### THE ACCREDITING PROCESS:

(1) Any institution offering a program within the Association's scope of accreditation may submit a complete application for accreditation.
(2) The Committee on Accreditation may: (a) return the application with a request for additional information; (b) recommend that the application be withdrawn because it appears to indicate that the program does not satisfy the criteria for accreditation; or (c) accept the application.

(3) A team visit follows the acceptance of an application for initial accreditation and a self-study for re-accreditation. Site visits to doctoral training programs and internship agencies typically require a day-and-a-half to two days and teams of from two to five visitors, depending upon the number and size of the programs involved. Site visitors are most often chosen from the ranks of department chairs, chief psychologists, program directors, past and current members of the Committee on Accreditation, and other psychologists who are knowledgeable in the training and evaluation of professional psychologists. Institutions are charged an application fee and the average cost of a site visit.

(4) The visiting team submits a written report to the Committee on Accreditation which in turn submits it to the university or institution.

(5) Within 30 days of receiving the report, the university or institution may forward comments to the committee. Such comments may include allegations of fact contrary, or in addition to, those contained in the report.

(6) After reviewing any comments submitted by the university or institution and the visiting team's report, the Committee on Accreditation may direct that such further fact finding investigations be undertaken as the committee shall deem necessary. The results of such fact finding investigations shall be made available to the university or institution for its comments before the committee makes its final decision.

(7) Notification of the committee's final decision is forwarded to the university or institution approximately four months following the team visit.

(8) The university or institution may appeal to the Board of Directors any decision by the Committee on Accreditation according to the statement on appeals policies and procedures published by the Association.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: All programs fully, provisionally, or probationally accredited or approved by the Association must submit an annual report to the Association by a time specified by the Committee on Accreditation.

FEES AND DUES:

| | Internship | Doctoral |
|---|---|---|
| Application fee | $ 500 | $ 500 |
| Site visit charge | 1,320 | 1,980 |
| Annual or sustaining fee | 650 | 700 |

# COUNCIL ON EDUCATION FOR PUBLIC HEALTH

1015 15TH STREET, N.W., SUITE 403
WASHINGTON, D.C. 20005
TELEPHONE: 202-789-1050

Executive Director
    Patricia Evans

President
    Winona B. Vernberg, PhD, Dean
    School of Public Health
    University of South Carolina
    Columbia, South Carolina

The Council on Education for Public Health was incorporated in 1974 as an independent accrediting agency by the American Public Health Association and the Association of Schools of Public Health.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits graduate schools of public health and graduate community health education and community health/preventive medicine programs outside schools of public health. Geographic scope is national.

NUMBER OF ACCREDITED UNITS:

| | |
|---|---|
| 23 | graduate schools of public health |
| 1 | school of public health in applicant status |
| 7 | graduate programs in community health education |
| 8 | accredited graduate programs in community health/preventive medicine |
| 1 | preaccredited graduate program in community health/preventive medicine |

MEMBERSHIP: The Board of Councilors consists of:

| | |
|---|---|
| 3 | members appointed by the American Public Health Association |
| 3 | members appointed by the Association of Schools of Public Health |
| 2 | public representatives |
| 2 | additional members recommended by the board and approved by two corporate organizations |
| 10 | TOTAL |

Members appointed by the American Public Health Association are primarily involved in the practice of public health or in the conduct of related health services. Members appointed by the Association of Schools of Public Health are drawn from the faculty, administration, or student body of schools of public health. Public representatives may be associated with professional education, but may not be associated with an institution which has a school of public health. The two members recommended by the board must represent the programmatic areas for which CEPH is recognized as the appropriate accrediting body. Term of membership is three years with a maximum of two consecutive terms.

ACCREDITATION AND CERTIFICATION: In a few states, graduation from an accredited school or program of public health is required for state government employment in certain public health specializations.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: To be eligible for preaccreditation, a preliminary step to full accreditation, a graduate school or program must have:

(1) All applicant status requirements fully met.
(2) Faculty appointed, students enrolled, and preferably at least one class graduated.
(3) A prospectus for self-study (primarily a descriptive document, detailing the current status of school or program development, plans for further growth and development, and plans for self-evaluation) submitted for CEPH review.
(4) A complete CEPH site visit to validate the prospectus.

ACCREDITATION STANDARDS AND GUIDELINES: "Criteria for Accreditation of Graduate Schools of Public Health," November 1980, amended April 1984.
"Criteria for Accreditation of Graduate Programs in Community Health Education," June 1980.
"Criteria for Accreditation of Graduate Programs in Community Health/Preventive Medicine," July 1980.

ACCREDITATION CLASSIFICATIONS: Preaccreditation: Accorded to schools and programs which, after CEPH review, are judged to have the promise of meeting the criteria for full accreditation within two years.
Accreditation: Accorded to a school or program which, after the appropriate site visit and review, is judged to have met the standards for accreditation. This status may be awarded for a period up to seven years for schools and five for programs, after which a reaccreditation review must be scheduled.
Probationary Accreditation: An accredited school or program may be placed on probation when, after the appropriate site visit and review, it is judged to be deficient in resources or procedures to accomplish the mission and objectives that it has defined, but is not so deficient as to merit revocation of accreditation. A school or program may also be placed on probation if, in the course of an accreditation review, it fails to fulfill the requirements for such review. This status may not exceed three years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Revocation of Accreditation: Accreditation may be revoked after a site visit and review of a school or program if CEPH deems that the unit does not meet the standards for accreditation or if a unit does not permit re-evaluation after having been given due notice. Revocation may be appealed upon written request. The school or program may reapply for accreditation and request a site visit for review at any time it has fulfilled the requirements.
Denial of Accreditation: After the initial site visit and review of a new school or program, accreditation may be denied if CEPH deems that it does not meet the standards for accreditation. Appeal or reapplication is permitted.

THE ACCREDITING PROCESS:

(1) An application for initial accreditation is made in writing by the chief executive officer of the university and the chief administrator of the university component of which the school or program is a part.

(2) The Council considers the application at its next regular meeting and may require a preliminary visit by staff or other representatives prior to a decision to undertake an official review.
(3) A self-study is required of all new units applying for initial accreditation and for all units reviewed for reaccreditation.
(4) An evaluation team visit follows the submission of a satisfactory self-study. Four-member teams for visits to schools of public health include one or two public health educators, one or two public health practitioners, and one generalist educator or public member. Two-member teams for public health programs outside schools of public health include one public health educator and one public health practitioner. For school teams, the generalist member is either a CEPH councilor or is appointed, on request from the school, by the appropriate regional accrediting agency. A CEPH staff member accompanies the team as a visit coordinator.
(5) A draft report of the team's visit is forwarded to the chief administrator of the school or program for corrections of factual errors or misinterpretations.
(6) The school or program may file additional material or take issue in writing with the findings and opinions of the team.
(7) The final site team report is submitted to the chief executive officer of an institution for review and comment prior to CEPH action.
(8) The Council considers the team's report at its next regularly scheduled meeting. The chief administrator of the school or program is invited to attend this meeting to comment on progress since the time of the visit or to disagree with the team's report. Action on accreditation status is taken by the Council in executive session by majority vote.
(9) Notification of the accreditation decision is forwarded to the chief executive of the university and to the administrative head of the school or program approximately one month following the council's decision.
(10) In the case of an adverse decision, the school or program is notified of the specific reasons for this action as well as its right of appeal.
(11) The Council annually publishes its accreditation decisions.

PROCEDURES REQUIRED OF ACCREDITED SCHOOLS AND PROGRAMS: If, at any time in the scheduled interval between accreditation reviews, an accredited school or program undergoes major organizational changes which may potentially affect the administration, scope, or quality of its offerings, the unit may request a re-evaluation by CEPH, or CEPH may require a review before the date stipulated at the last review. Schools of public health are required to submit an annual data report.

FEES AND DUES:
(1) Pre-application Consultation: $250 per day, plus travel and living expenses for consultant.
(2) Initial Application: $1,000 payable in the calendar year in which initial application is made, and annually thereafter until a change from applicant status is achieved.

(3) Annual Support: $3,000 per calendar year for accredited or preaccredited graduate schools of public health; $1,800 per calendar year for single accredited or preaccredited graduate public health programs. This support provides for maintenance of a recognized accrediting agency; availability of CEPH consultation regarding program development in accordance with accreditation standards; review of interim reports; and whatever other services may be sought that CEPH is able to provide.

(4) Accreditation Review: $3,000 for graduate schools of public health, in addition to annual service support or applicant payment, to cover preself-study consultation, self-study review, an on-site visit, and the CEPH accreditation decision; $2,200 for single graduate public health programs, in addition to annual service support or applicant payment.

For both schools and programs, the amounts shown are payable in the calendar year the on-site visit takes place, prior to the CEPH meeting at which the accreditation decision is to be made. In addition, travel and living expenses must be paid for all individuals involved in preself-study consultation visits, and on-site visits. All costs of hearing following appeal of a decision are borne by the appellant school or program.

# ASSOCIATION OF ADVANCED RABBINICAL AND TALMUDIC SCHOOLS

175 FIFTH AVENUE
NEW YORK, NEW YORK 10010
TELEPHONE: 212-477-0950

Executive Director
    Dr. Bernard Fryshman
President
    Rabbi Jacob J. Ruderman
    Rosh Yeshiva, Ner Israel Rabbinical College

The Association of Advanced Rabbinical and Talmudic Schools was established in 1944 as the Council of Roshei Yeshivos. In 1971, the Council was reorganized to enable a broader program of services and activities to be offered.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits postsecondary schools offering programs in advanced Rabbinical and Talmudic education. Geographic scope is national.

NUMBER OF ACCREDITED SCHOOLS: 57

MEMBERSHIP: The Accreditation Commission consists of nine members; four are appointed from among the Roshei Yeshiva or Senior Faculty members of AARTS institutions, four are of the general academic world with proven credentials of academic excellence as well as familiarity with Rabbinical and Talmudic studies and schools, and one person represents the public at large. This member may be a layman or academician with broad community contacts and involvement, not affiliated with any member school. Members of the Commission are appointed at the Annual Meeting by the member schools of the association for staggered three year terms. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY REQUIREMENTS FOR ACCREDITATION: The school shall be legally incorporated as a nonprofit institution, in the legal jurisdiction in which it operates. It shall have been in continuous existence as an institution of Higher Education for a period of two years.
Each candidate school must possess a Senior Faculty and a body of students engaged in advanced (postgraduate) studies to ensure an ongoing program of higher Talmudic research. Schools with an undergraduate program only, can become eligible for accreditation if it is demonstrated that a substantial proportion of its graduates goes on to recognized graduate schools.
The nature of the program at an AARTS recognized school consists of both a full morning and full afternoon session.

ACCREDITATION CLASSIFICATIONS: Correspondent Status: This status is intended for schools in their early stage of development, which must however have been in continuous existence for a period of two years prior to applying for this

status. The school must have in place a complete four year program, with students actually enrolled at all levels.
Candidate Status: This status is awarded those schools which establish substantial compliance with the standards and give assurance they will be in full compliance with standards within four years of receiving candidate status. The requirements, although not as rigorous and all inclusive as those for formal accreditation, nevertheless indicate that a program of reasonable quality is in effect at the school.
Accreditation Status: This status is granted only after the complete process in the Handbook is followed.

ACCREDITATION STANDARDS AND GUIDELINES: Handbook of the Accreditation Commission, 1982

THE ACCREDITING PROCESS:

(1) The Accreditation process begins with a letter from the Chief Executive Officer asking for the Accreditation Commission to initiate the procedures involved in obtaining accreditation. Soon thereafter the institution is visited by a member of the Accreditation Commission staff.
(2) The institution submits a complete self-study document, together with a fully audited financial statement.
(3) An on-site evaluation is made by a team of three individuals, one of whose members is a Rosh Yeshiva or Senior Faculty member at an Advanced Rabbinical and Talmudic school and two visitors are Senior Faculty affiliated with conventional universities. The visiting team usually spends two days in their on-site inspection of a school.
(4) A visiting team report is prepared and signed by the members of the team; a copy is forwarded to the institution to enable the Chief Executive Officers of the institution to add comments before the document is sent to the Accreditation Commission.
(5) The Accreditation Commission evaluates all the documents and the visiting team report to arrive at a decision based on all evidence available to it.
(6) The school is notified shortly after the decision is made; if adverse, the institution is advised of its rights of appeal.
(7) There is a formal appeals procedure which provides for the right of appeal, the establishment of an appeals board, the scheduling of a hearing and the rendering of an impartial decision for all adverse accrediting actions.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Applicant Institutions: The Commission may reject an application for accreditation, it may recognize a school for a shorter than usual period of time, or it may impose certain conditions to be satisfied within a restricted period of time for continued recognition status.
Accredited Institutions: Accredited institutions which fail to maintain the standards can be placed in a probationary status by the Accreditation Commission. This action takes place after a re-evaluation of the school and a hearing upon notice of not less than ten days. The Accreditation Commission may impose conditions and terms to prevail during the probationary period. One year after notification of probationary status, a complete self-study and visit is scheduled. The results of this reaccreditation process are brought before

the Accreditation Commission, which may elect to remove probationary status, to extend private probationary status for an additional year, to impose public probation, or to revoke accreditation.

PROCEDURES REQUIRED OF ACCREDITED COLLEGES: Institutions are required to submit information and reports as requested by the Accreditation Commission.

FEES:

| | |
|---|---|
| Correspondent Status Filing Fee | $400 |
| Correspondent Status Annual Fee | $1000 |
| Candidate Status Filing Fee | $500 |
| Candidate Status Visit | $1000 |
| Candidate Status Annual Fee | $1500 |
| Accredited Status: | |
| Filing of Application & First Visit | $2000 and expenses of team |
| Any Subsequent Visit | $1500 and expenses of team |
| Associate Member Annual Fee | $1600 |
| Full Member Annual Fee | $2000 |

## COUNCIL ON REHABILITATION EDUCATION

185 NORTH WABASH, ROOM 1617
CHICAGO, ILLINOIS 60601
TELEPHONE: 312-346-6027

Executive Director
    Charline McGrath
President
    William M. Jenkins, Ed.D.
    Director, Rehabilitation Education, Illinois Institute of Technology

The Council on Rehabilitation Education was established in 1971. Sponsoring/collaborating organizations are: American Rehabilitation Counseling Association; National Association of Rehabilitation Facilities; Council of State Administrators of Vocational Rehabilitation; National Council on Rehabilitation Education; National Rehabilitation Counseling Association, Commission on Accreditation of Rehabilitation Facilities; Commission on Rehabilitation Counselor Certification; National Congress of Organizations of the Physically Handicapped; National Association of Non-white Rehabilitation Workers; and National Rehabilitation Administration Association.

POSTSECONDARY EVALUATING BODY:

COMMISSION ON STANDARDS AND ACCREDITATION/CORE
Chairman
    George R. Nisius, Director
    Training & Education
    Commission on Accreditation of Rehabilitation Facilities

The Commission on Standards and Accreditation was established in 1971.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation.

SCOPE OF ACCREDITATION: Grants recognition to master's degree programs in Rehabilitation Counselor Education.

NUMBER OF RECOGNIZED PROGRAMS: 73

MEMBERSHIP: The Commission on Standards and Accreditation is composed of:

| | |
|---|---|
| 5 | members of CORE |
| 1 | representative of the American Rehabilitation Counseling Association |
| 1 | representative of the National Council on Rehabilitation Education |
| 1 | representative of the Council of State Administrators of Vocational Rehabilitation |
| 1 | representative of the National Association of Rehabilitation Facilities |
| 1 | representative of the National Rehabilitation Counseling Association |
| 5 | at-large members chosen from groups such as the general public, minorities, and handicapped persons |
| 15 | TOTAL |

All members are appointed by CORE upon the basis of their experience, professional leadership, geographic distribution, and other pertinent factors. Term of membership is three years. There is no restriction on the number of consecutive terms permitted.

ELIGIBILITY CRITERIA FOR MEMBERSHIP: To be eligible for membership, a program must be part of an educational institution which is accredited by the appropriate regional accrediting body and which offers graduate degrees in areas other than that being evaluated. Further, the program must provide for two years of full time graduate study (as defined by the institution). The program must have institutional approval for courses and degree offered, a person designated as coordinator or the equivalent in position, and a written statement of its mission, objectives, curriculum and criteria for student selection. A program need not have begun course instruction to apply. A program may be considered for accreditation if it has met the following additional criteria: (a) graduated at least 30 students at the time of application; (b) graduated students for at least two consecutive years at the time of application; (c) has the equivalent of at least one full time faculty position assigned to the program under consideration.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for Rehabilitation Counselor Education Programs" in Accreditation Manual for Rehabilitation Counselor Education Programs, 1983.

RECOGNITION CLASSIFICATIONS: Candidate for Accreditation: Granted to programs which are in the early stages of development or implementation, up to the point of graduating their first students. This recognition is a judgment that a program complies with those standards applicable at the program's stage of development. Candidate for Accreditation is, by definition, a conditional recognition for a maximum of two years, at which time evaluation for Preliminary Accreditation will occur.
Preliminary Accreditation: Granted to programs which have been fully operational for at least one year at the time of application, and if having graduated students, they are neither sufficient in number nor have been employed long enough since graduation to allow for the objective assessment of their professional performance. This recognition is a judgment that a program complies with all standards except those relating to the performance of graduates. Term of recognition is three years.
Accreditation: Granted to programs which have been fully operational long enough to allow for the objective assessment of the professional performance of graduates. This recognition is a judgment that a program complies with all standards and is deemed able to maintain that level of compliance through the term of recognition. Terms are for three or five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation will be withdrawn if the RCE program does not continue to meet the minimum standards of the Council.

THE ACCREDITING PROCESS: The basic steps once eligibility for consideration has been approved are:

(1) All members of the Commission on Standards and Accreditation and the regional accrediting body which has already accredited the parent institution are informed by the CORE office that the program is being evaluated, and the type of recognition for which it is being considered.

(2) Data collection forms and instructions are sent by the CORE office to the program coordinator for completion or distribution. The coordinator completes the form providing program descriptive information and distributes individual questionnaires to faculty, students, agency internship supervisors, and recent graduates and their employers.

(3) The coordinator sends a listing of persons to whom questionnaires were distributed to the CORE office for use in follow-up and verification.

(4) The coordinator returns the completed program description form to the CORE office.

(5) Upon receipt and review of descriptive information, the CORE office may request additional information from the program coordinator if it appears that the material submitted will not allow for the complete evaluation of the program.

(6) Upon receipt of all information and data from individual respondents, quantifiable responses are analyzed by computer. Some characteristics of the program may be given quantitative ratings by Commission members or other qualified reviewers and those ratings entered into the computer analysis.

(7) The descriptive information and computer analysis of program data and rating are submitted to a Review Committee composed of three members of the Commission on Standards and Accreditation.

(8) The Review Committee prepares a statement of program strengths and weaknesses, based on the data available. This report is sent to the program coordinator along with an invitation to provide any additional information that might complement the report or enhance the accuracy of any part of it.

(9) Any additional information from the coordinator is returned to the Review Committee for consideration in preparation for its final report to the Commission.

(10) The Review Committee report is submitted to the Commission and a copy sent to the program coordinator along with notification of the time, date and location the Commission will hold its hearing on the report. Accompanying the notification will be a statement of hearing procedures, which will include: provisions for the coordinator and/or other institutional officials to appear; notification of intent to appear; limitations on new evidence; and requirements regarding prior submission of written testimony.

(11) The Commission develops and, in official session, approves a written evaluation of the program concluding with a recommendation to CORE regarding recognition.

(12) The final decision regarding recognition is made by CORE. The decision is based on documented information, all of which has been made available to the program coordinator for review, and any interpretations or conclusions offered at the hearing. Regardless of the outcome of the decision, the period of application ends at that time.

(13) The results of CORE's decision regarding recognition are announced in writing the program coordinator, the institutional official(s) signing the application, and the appropriate regional accrediting body.

PROCEDURES REQUIRED OF RECOGNIZED PROGRAMS: A recognized program must make an annual report of any major changes in faculty, curriculum, or departmental affiliation; and action taken on recommendations.

FEE SCHEDULE: Application Fee: $350 to accompany the application or to be received prior to consideration of the application.
Accreditation Evaluation Fee: $950 payable by programs being evaluated for compliance with standards.
Sustaining Fee: $650 payable annually by programs on an active status with CORE, either awaiting evaluation or having been recognized, in years other than those when the evaluation fee is applicable.

## COUNCIL ON SOCIAL WORK EDUCATION

1744 R STREET, N.W. SUITE 501
WASHINGTON, D.C. 20009
TELEPHONE: 202-667-2300

Executive Director
Eunice O. Shatz, Ph.D

President
Merl C. "Terry" Hokenstad, Ph.D.
Professor, School of Applied Sciences
Case Western Reserve University
Cleveland, Ohio 44106

The Council on Social Work Education was established in 1952 and assumed the accrediting functions previously performed by the American Association of Schools of Social Work.

POSTSECONDARY ACCREDITING BODY:

COMMISSION ON ACCREDITATION
Director, Division of Standards and Accreditation
Nancy Randolph
Chairperson
Mary Ann Quaranta, Dean
School of Social Service
Fordham University
New York, N.Y. 10023

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and master's degree programs in social work. Geographic scope includes the entire United States.

NUMBER OF ACCREDITED PROGRAMS/SCHOOLS
91 graduate accredited programs and 7 in candidacy
348 baccalaureate accredited programs and 13 in candidacy

MEMBERSHIP: The Commission on Accreditation consists of:
16 members with full-time college or university appointments
9 members at large
25 TOTAL

Membership is determined by geographic representation, ethnic, racial and gender diversity, and balance of: (1) faculty and program administrators from baccalaureate or graduate programs; (2) baccalaureate or graduate students; (3) social work practice; (4) public representatives. Members are appointed by the president of the Council. Term of membership is three years with two consecutive terms permitted.

ACCREDITATION AND PROFESSIONAL MEMBERSHIP: The National Association of Social Workers, the Organization of Clinical Social Workers, and certain other organizations in the field require a degree from an accredited program for membership.

ACCREDITATION AND LICENSURE: Approximately 35 states require degrees from the accredited programs for licensure or certification.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Eligibility criteria for master's programs are:

(1) The program shall be an integral part of an educational institution accredited to award the master's degree. Institutional accreditation must be by a regional accrediting agency recognized by COPA.
(2) The review of the program by the Commission on Accreditation must be authorized by the chief executive officer of the institution.
(3) The program shall specify that it prepares students for entry into advanced social work practice.
(4) The program shall specify in any reference to accreditation the educational level for which accreditation has been received.
(5) A social work program offering a master's degree must have a full-time dean or director as its chief executive officer.
(6) The master's program must offer a program of not less than two academic years of full-time study in professional education in social work leading to a master's degree.
(7) The institution must have affirmative action procedures and a stated policy against discrimination on the basis of race, color, gender, creed, ethnic or national origin, handicap, or age.
(8) Unless the program is applying for candidacy status (a) it must have a curriculum plan that has already been fully implemented or that will be fully implemented during the current academic year and (b) it shall have graduated a class of students or be preparing to graduate a class of students during the current academic year.

Eligibility criteria for baccalaureate programs are:

(1) The program shall be an integral part of an educational institution accredited to award the baccalaureate degree. Institutional accreditation must be by a regional accrediting body recognized by COPA.
(2) The review of the program must be authorized by the chief executive officer of the institution.
(3) The institution must indicate on the transcript or other permanent institutional record that the student has completed a program of preparation for beginning social work practice and limits such certification to students who have successfully completed the program in its entirety.
(4) The program must specify that social work is a major and that its principal educational objective is to prepare students for beginning professional social work practice.
(5) The institution must identify and describe the program in its catalog and, in any reference to accreditation, specify the educational level for which accreditation is being sought or has been received.

(6) The program must have a designated director who holds a full-time appointment in the educational institution and whose educational credentials include a master's degree in social work or a baccalaureate plus a doctoral degree in social work.

(7) Program faculty members who teach the content on social work practice and coordinate field instruction must hold master's degrees in social work and have had experience in professional social work.

(8) The institution must have stated affirmative action procedures and a stated policy against discrimination on the basis of race, color, creed, gender, ethnic or national origin, handicap, or age.

(9) Unless the program is applying for candidacy status (a) it must have a curriculum plan that has already been fully implemented or that will be fully implemented during the current academic year and (b) it shall have graduated a class of students or be preparing to graduate a class of students during the current academic year.

ACCREDITATION STANDARDS, PROCEDURES, ACTIONS, STATUSES, AND GUIDELINES: "Handbook of Accreditation Standards and Procedures, "effective July 1984.

ACCREDITATION CLASSIFICATIONS: Candidacy (pre-accreditation): Master's and baccalaureate degree programs may apply for initial accreditation without having the status of candidacy. Candidacy is granted to programs, usually in the first year of implementation, which appear to be making satisfactory progress toward qualifying for accreditation. Accreditation appears to be likely when the program has graduated or is expected to graduate the first group of students in the academic year from the fully implemented program. Maximum term is three years.

Initial Accreditation: Granted to fully implemented programs which are in compliance with all the eligibility and evaluative standards. The term is four year with a review at the close of the term to determine whether accreditation is to be reaffirmed for another seven years.

Accreditation: Granted to programs which have completed the initial accreditation cycle and which are in full compliance with the eligibility and evaluative standards. The term is seven years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Rejection of Application: The Commission may reject an application for candidacy or initial accreditation for non-compliance with the standards and not authorize a site visit. In such cases, the Commission makes recommendations for the development needed to meet the standards and achieve objectives of professional social work education. The program may request reconsideration of why its application should not be rejected or request a panel review in accordance with the stated procedures of the Commission.

Denial of Accredited Status: If the decision is to deny candidacy or accredited status following an on-campus evaluation, the Commission outlines the reasons for the action. The program may request reconsideration of why its application for accredited status should not be denied or request a panel review in accordance with the stated procedures of the Commission.

Conditional Accredited Status: This status is only applicable to programs applying for reaffirmation of accreditation. Compliance with all standards is mandatory. The Commission may grant conditional accredited status to a program that is found to be out of compliance with one or more evaluative standards but that shows potential for corrective action. Conditional status is limited to 12 months. A program that is granted conditional accredited status must either request reconsideration and show cause why it should not be placed in such status or file a written report with the Commission within nine months, specifying what corrective action has been taken to comply with the standards cited.

Withdrawal of Accreditation: The Commission may withdraw accredited status from a program found to be in violation of any standard. The Commission withdraws accredited status from any program found to be out of compliance with any eligibility or evaluative standards if the program is judged to lack the potential for corrective action within 12 months. If the Commission determines that withdrawal proceedings should be initiated, it notifies the program of its right to request reconsideration, request a panel review, or apply for initial accredited status.

THE ACCREDITING PROCESS:

(1) A program seeking candidacy or initial accreditation or reaffirmation of accredited status submits an application and a detailed description of the program's compliance with the eligibility standards. After review of this document by the staff of the Commission on Accreditation, the Commission's secretary reports to the chair of the Commission whether the description meets the eligibility criteria. If the chair decides, on recommendation of the staff, that the program does not meet the eligibility criteria, the application is returned with a letter specifying the reasons. When an application for reaffirmation of accreditation is returned, the chair notifies the program that accredited status will expire automatically at the end of the previously authorized period of accreditation. If the program meets the eligibility criteria, the chair authorizes review by the commission and requests a self-study.

(2) A comprehensive self-study, prepared in accordance with the accreditation standards and the Guide for Self-Study Report is required of every program seeking candidacy, initial accreditation or reaccreditation.

(3) Following the receipt of the self-study report from a program applying for candidacy, the chair authorizes a site visit by a member of the Commission. In an application for initial accreditation, the Commission on Accreditation reviews the self-study and may authorize a site visit to the program, or it may reject the application.

(4) An on-site visit by an evaluation team follows the submission of a self-study. The duration of the visit is usually two days for baccalaureate programs, three for master's programs and four for combined programs. The size of the team for full site visits is usually two or three for baccalaureate programs, four for master's programs, and five for combined programs (including one practitioner for master's programs). The number may vary depending upon the size of the program or the number of off-campus programs involved. Expenses for the visit usually average $400-$500 per team member and are billed directly to the host institution. In addition, the institution submits an accreditation application fee.

(5) The report of the team is forwarded to the chief executive officers of the program and the institution, who are requested to submit a response to the report for consideration by the Commission.

(6) The Commission reviews the self-study documents, the report of the evaluation team and the program's response to it, taking into account all available evidence of strengths and weaknesses in the organization, content, and administration of the total program, and arrives at a decision based upon evaluation of all data preresented.

(7) The action taken by the Commission is communicated by letter from the chair to the chief executive officers of the institution and the program within a period of three to four weeks after the Commission's decision.

(8) The decision by the Commission is final, subject to review by a panel of 3 qualified Council members, appointed by the President of the Council on Social Work Education. The review panel takes one of two actions: it affirms the action of the Commission on Accreditation, or it remands the case to the Commission for further consideration. A request for reconsideration by the Commission or panel review automatically stays the decision of the Commission until final disposition of the review. A negative decision of the Commission is not made public during reconsideration or due process procedures and the program's accredited status remains in effect..

(9) A policy statement on due process procedures is included in the "Handbook of Accreditation Standards and Procedures," effective July, 1984.

PROCEDURES REQUIRED OF PROGRAMS HOLDING CANDIDACY STATUS:

(1) After admission to candidacy status, a commissioner appointed by the chair of the Commission visits the program once each year until it is accredited, to assess with the program its progress toward accreditation.

(2) The program is required to submit a report annually and such other reports as may be required by the Commission.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Accredited programs are required to submit (1) reports or request prior permission relating to any major changes in programs affecting compliance with accreditation standards, and (2) such other interim progress reports as may be required by the Commission.

FEES AND DUES:

| | Baccalaureate | Master's |
|---|---|---|
| Application Fee | $2600* | $2600* |
| Reaccreditation fee | $1600** | $1600** |

* $500 upon application and $2100 if a site visit is authorized.
** $2,100-synchronized reaccreditation of a combined baccalaureate and master's program.

The House of Delegates approved an annual dues increase as follows. Annual dues are based upon the number of degrees granted for the academic year and range from a minimum of $1740 to a maximum of $3480 for graduate programs and from a minimum of $870 to a maximum of $2320 for baccalaureate programs. Baccalaureate programs granting less than 10 degrees, annual dues are $725. The dues for a combined baccalaureate and graduate program are a maximum of $4640. Dues for individual members are $75.

## AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION

10801 ROCKVILLE PIKE
ROCKVILLE, MARYLAND 20852
TELEPHONE: 301-897-5700

Executive Director
    Frederick T. Spahr
President
    Betty Jane Philips, Ph.D. (1986)
    Boys Town National Institute, Omaha, Nebraska
Past President
    Richard M. Flower (1985)
    University of California, San Francisco

The American Speech-Language-Hearing Association was established in 1925 as the American Academy of Speech Correction; in 1927 became the American Society for the Study of Disorders of Speech; in 1934 the American Speech Correction Association; in 1947 the American Speech and Hearing Association. The present title was adopted in 1978.

POSTSECONDARY ACCREDITING BODY:

EDUCATIONAL STANDARDS BOARD
Chairperson
    Patrick J. Carney
    Department of Audiology and Speech Pathology
    University of Tennessee

The Educational Standards Board was established in 1964.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits master's degree programs in speech-language pathology and/or audiology. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED PROGRAMS: Total Programs = 153 (programs in speech-language pathology and/or audiology)

MEMBERSHIP: The Educational Standards Board (ESB) is composed of:

| | |
|---|---|
| 8 | speech-language pathologists and audiologists |
| 1 | practitioner |
| 1 | public representative |
| 10 | TOTAL |

At least 4 of the above must be from an ESB accredited program. Members are appointed by the association's Committee on Committees. Term of membership is three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION:

(1) The institution must offer a master's degree in speech-language pathology, audiology, or both.

(2) The program in speech-language pathology and/or audiology must have been fully functioning for the three consecutive years prior to application. Also, the program must have graduated a minimum of six students at the master's level, in the area for which accreditation is sought, within the three-year period prior to submitting application for accreditation.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials of an Acceptable Program of Training for Speech-Language Pathologists and/or Audiologists" in ESB Manual, Accreditation of Educational Programs in Speech Language Pathology and Audiology, 1984.

ACCREDITATION CLASSIFICATIONS: Accreditation: Granted to programs which evidence full compliance with the standards; maximum term is five years.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Defer Accreditation: Accreditation is deferred when compliance with the Standards and Minimum Requirements has not been clearly demonstrated, and the ESB judges that compliance can be demonstrated within six months or less. An ESB decision to defer accreditation may not be appealed by the program.

Withhold Accreditation: Accreditation is withheld from a program seeking initial accreditation when the ESB judges that there is noncompliance with the Standards and Minimum Requirements and that the deficiencies cannot be remediated within six months or less. If accreditation has been deferred previously, the ESB will review the evidence presented in the deferral period and vote either to accredit the program or withhold accreditition.

The necessary evidence to allow a deferred program to be reconsidered for accreditation may consist of proof of compliance via completion of appropriate portions of the application or annual report form, letter of documentation, or by some other manner to be determined by the ESB in consultation with the program. The ESB shall review the evidence provided and shall vote either to accredit the program or withhold accreditation. If accreditation is withheld, the program can appeal this decision to the ESB via the show cause procedures or to the Standards and Council as hereinafter outlined.

If a program that has deferred status does not submit the necessary evidence in the time required, the ESB must withhold accreditation. Again, the program may exercise all of its rights and privileges of appeal as stated in the following sections.

Show Cause: In those instances in which the ESB notifies a program that accreditation will be withheld, the program will be given 30 days from the date of notification to show cause, through the submission of written documentation, why accreditation should not be withheld. Show cause is the mechanism whereby the program can present written documentary evidence of compliance with the appropriate Standards and Minimum Requirements in respose to an unfavorable ESB decision. By exercising this prerogative, the program asks the ESB to re-evaluate its preliminary decision to withhold accreditation.

Within two months of receipt of the program's response to the show cause notification, the ESB will make a decision to award, defer or withhold accreditation, and will notify the program's director and the institution's president or designee.

Notice of deferment, withdrawal or withholding of accreditation will include a statement of the justification for the decision. The program director and the institution's president or designee will be notified by the ESB Chair of the decision. Further, the ESB Chair will notify the Standards Council of all ESB decisions made with respect to individual program accreditation.

THE ACCREDITING PROCESS:

(1) The institution seeking accreditation or reaccreditation must submit a formal application (self-evaluation report) in a format prescribed by the ESB.

(2) An on-site evaluation team visit follows the submission of the self-evaluation report. Each site visit team must consist of at least two members, usually a speech-language pathologist and an audiologist, and at least one member of the team must be employed in an institution of higher education. No individual may serve on a site evaluation team who is a current member of ESB at the time of the visit; resides in the same state as the host institution; is a graduate of the institution; or has been a member of the teaching staff of the host institution. Site visits are two days in length.

(3) The chairman of the site visit team submits a written report to ESB within four weeks of the visit. The report contains an abstract of the program's strengths and limitations but it does not contain a recommendation as to the accreditation decision.

(4) Within ten days of the date on which the site visit report is received, the chairman of ESB sends the report to the director of the program and the institution's president (or designee). The program is encouraged to provide a written response to the site visit report within thirty days of the date on which the report is mailed to the program director. The purpose of the response is to verify the accuracy of the information contained in the report.

(5) ESB reviews the site visit report and the program's response to the report and makes an accreditation decision.

(6) ESB notifies the program and the institution's president (or designee) of the accreditation decision within approximately four months from the date of the site visit.

(7) Adverse decisions by the ESB may be appealed to the Council on Professional Standards in Speech-Language Pathology and Audiology according to procedures established by the Council.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: A report is to be submitted by the program to the ESB annually during the period of accreditation. If the annual report is not forwarded by the program 45 days after the due date, the institution's president will be notified. If it is not received within 30 days of notification to the president, the program may be placed on probation. The annual report must be prepared according to a format prescribed by the ESB.

FEES:

| | |
|---|---|
| Initial Application fee | $150 |
| Initial Site Visit fee | $800 ($200 per site visitor per day) |
| Annual Accreditation Fee | $300 (includes future application fees and site visit fees) |

## NATIONAL COUNCIL FOR ACCREDITATION OF TEACHER EDUCATION

1919 PENNSYLVANIA AVENUE, N.W
WASHINGTON, D.C. 20006
TELEPHONE: 202-466-7496

Director
    Richard C. Kunkel
Chairperson
    Norene Daly
    Florida Atlantic University
    Boca Raton, Florida

The National Council for Accreditation of Teacher Education (NCATE) was established in 1954. Constituents include professional associations that represent teacher education, teachers, state and local policy makers, and professional specialty areas. Constituent member organizations are: American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD); American Association for Counseling and Development (AACD): American Association of Colleges for Teacher Education (AACTE); American Association of School Administrators (AASA); Association of Teacher Educators (ATE); Association for Educational Communication and Technology (AECT); Association for Supervision and Curriculum Development (ASCD); Council of Chief State School Officers (CCSSO); Council for Exceptional Children (CEC); International Reading Association (IRA); International Technology Education Association/Council for Technology Teacher Education (ITEA/CTTE); National Association for the Education of Young Children (NAEYC); National Association of School Psychologists (NASP); National Association of State Boards of Education (NASBE); National Council for the Social Studies (NCSS); National Council of Teachers of English (NCTE); National Council of Teachers of Mathematics (NCTM); National Education Association (NEA); National School Boards Association (NSBA); and the National Science Teachers Association (NSTA); and a student organization to be determined.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation; listed as a nationally recognized accrediting agency by the U.S. Office of Education.

SCOPE OF ACCREDITATION: Accredits baccalaureate and graduate degree programs for the preparation of professional educators to staff school programs for children and youth from birth through grade 12; geographic scope is national.

NUMBER OF ACCREDITED PROGRAMS:

| | |
|---|---|
| 2,140 | baccalaureate |
| 2,735 | graduate degree programs |
| 4,875 | TOTAL in 523 institutions |

MEMBERSHIP: NCATE is composed of 60 voting members who serve on its four governance boards - Executive Board, Unit Accreditation Board, State Recognition Board, and Specialty Areas Studies Board. Two public representatives have full voting rights; one serves on the Executive Board and one on the

Unit Accreditation Board. One student representative of a national student organization, which is selected by the Executive Board, serves as a full voting member of the Unit Accreditation Board. Term of membership is three years.

ELIGIBILITY REQUIREMENTS FOR APPLICATION: Baccalaureate or graduate degree-granting institutions are eligible for an accreditation review if (a) they offer programs for the preparation of teachers and other professional school personnel, and (b) documentation of the following preconditions is provided:

1. The professional education unit is the college, school, department, or other administrative body within the institution that is officially responsible for the preparation of students who seek state certification as teachers and of other professional education personnel. The unit has both the responsibility and authority for:
    a. setting and achieving professional goals in the unit;
    b. establishing appropriate policies for governance, program, admission and retention of students, and faculty selection and development in professional education;
    c. making decisions affecting its programs;
    d. identifying, developing, and utilizing appropriate resources for professional education;
    e. developing and maintaining appropriate linkages with other units, operations, groups, and offices within the institution and with schools, organizations, companies, and agencies outside the institutions;
2. A dean, director, or chair is officially designated to represent the unit and assigned the authority and responsibility for its overall administration and operation.
3. There are written policies and procedures upon which the operations of the unit rest.
4. The unit keeps abreast of emerging evaluation techniques and regularly monitors and evaluates, both internally and externally, its operation, scope, quality of its offerings, and effectiveness of its graduates.
5. Students have graduated from the program(s) that are included within the unit.
6. The unit assesses the basic skills of education students using standardized tests and other appropriate measures prior to admission to the program.
7. The unit assesses the academic and professional competencies of education students at exit from the program through multiple evaluation methods.
8. The unit in a state not nationally recognized by NCATE submits a curriculum portfolio for each of its program areas for which there are NCATE-approved guidelines for review by the appropriate NCATE affiliated national professional associations and learned socieities and final approval by the NCATE Unit Accreditation Board.
9. In states having a program approval process, the unit and/or its programs is(are) approved by the appropriate state agency or agencies.
10. The institution is fully accredited by the appropriate regional accreditation agency.
11. The institution is an equal opportunity employer and does not discriminate on the basis of race, sex, color, religion, age, or handicap.

ACCREDITATION STANDARDS AND GUIDELINES: "Standards for the Accreditation of Teacher Education," July 1982 will apply through the 1986-87 academic year. Beginning in 1987, "NCATE Redesign" (July 1985) will apply to all institutions seeking accreditation.

ACCREDITATION CLASSIFICATIONS: Initial accreditation of an institution's professional education unit is granted after NCATE's Unit Accreditation Board has determined that standards have been met adequately. The unit retains its accreditation as long as it continues to meet NCATE's standards and other NCATE requirements or until the institution indicates that it no longer wants to participate. The process for continuing accreditation after it is initially granted includes the following steps.

- data from the institution's annual report are monitored to ascertain the unit's continuing viability;
- three years after an on-site review, NCATE's Unit Accreditation Board reviews an institution's data bank records for evidence that accreditation remains; and
- five years after an on-site review, a review team studies data bank information and an updated institutional report that includes all changes in programs, and visits the institution. The review team prepares a report and makes a recommendation about continuing accreditation that is presented to the NCATE Unit Accreditation Board, which makes the final decision concerning continuing accreditation.

NCATE renders separate unit accreditation decisions for basic and advanced levels and issues one of the following accreditation decisions for each level:

1. Full accreditation for initial or continuing accreditation, which might be accompanied by statements of weakness but nonetheless is unequivocal. In its annual report the institution will be expected to address progress on weaknesses cited in NCATE's action letter. This progress will be reviewed by NCATE's Unit Accreditation Board three years after the visit to determine the viability of the full accreditation status.
2. Reaccreditation with stipulations for initial or continuing accreditation, which specifies critical deficiencies that must be addressed by the institution prior to granting full accreditation, along with a timeline for overcoming these critical deficiencies. These critical deficiences will be limited to those that the institution can verify in a written document with documentation that appropriate steps have been taken to correct the deficiences. Full accreditation would be granted if the identified critical deficiencies are corrected within the stipulated timeline. NCATE will specify the period of time in which the institution must correct the critical deficiences identified in the action letter. If the cricial deficiencies are not corrected within the specified timeline, the institution's accreditation will be revoked. The period during which an institution is accredited with stipulations will be noted in the NCATE Annual List of Accredited Institutions.
3. Denial, which prohibits initial accreditation of the professional education unit.
4. Revocation, which terminates the current accreditation.

THE ACCREDITING PROCESS: The procedures followed by NCATE in accrediting basic and advanced programs of teacher education are dictated by its policies. The following statements are, in general, descriptive of the process for accrediting professional education units:

(1) The institution establishes its eligibility by submitting a letter of application, completing the "Accreditation Application Report Form," meeting all preconditions listed above, and completing the data bank questionnaire.

(2) The institution develops an institutional report that is its self-study.

(3) A review team visits the institution to evaluate the professional education unit and reports its findings to the Unit Accreditation Board. The team for an initial visit includes 5-6 members of the Board of Examiners; for continuing accreditation visits teams are composed of 3-4 members of the Board of Examiners. The duration of the visit is three days. Expenses for the team visit are billed directly to the institution seeking accreditation.

(4) A copy of the visiting team report is sent to the institution to check its accuracy and respond. The institution can file a rejoinder or submit a letter of acceptance.

(5) An Audit Committee of the Unit Accreditation Board examines the team report and the institutional response and makes a recommendation regarding accreditation to the Accreditation Board.

(6) The Unit Accreditation Board as a whole considers and acts upon the recommendation of the Audit Committee. Evidence to support each recommendation is available to the Board for study or review during the Board meeting.

(7) The executive director notifies the administrative officer at the institution seeking accreditation of the action taken by NCATE. This action letter constitutes the official report of NCATE to the institution. Such action is taken only at regular meetings of the Unit Accreditation Board, usually twice a year.

(8) An institution has two options: (a) to accept the decision; or (b) to request an appeal within 15 days when it is felt that due process has been violated.

FEE SCHEDULE:

A. Basic yearly fee (one program): $350

B. Additional fees: Surcharges for additional programs to be assessed on the basic fee according to the following matrix:

|  | BA | MA | Spec | Dr |
|---|---|---|---|---|
| For the 1st program at this degree level |  | 25% | 20% | 20% |
| Early Childhood Education | 1% | 1% | 1% | 1% |
| Elementary Teachers | 1% | 1% | 1% | 1% |
| Secondary Teachers | 1% | 1% | 1% | 1% |

| | | | | |
|---|---|---|---|---|
| Special Education | 1% | 1% | 1% | 1% |
| K-12 Teacher | 1% | 1% | 1% | 1% |
| Educational Communications and Information Technologies | 1% | 1% | 1% | 1% |
| Reading | | 1% | 1% | 1% |
| School Principals | | 1% | 1% | 1% |
| Supervision/Curriculum | | 1% | 1% | 1% |
| Counselor | | 1% | 1% | 1% |
| Psychologist | | 1% | 1% | 1% |
| Superintendent | | | 1% | 1% |

C. Additional:

(1) Branch campuses pay at the rate of 50% of all fees.
(2) Initiation fee is $500.
(3) Sustaining fees shall be as follows:

| | |
|---|---|
| (a) For programs accredited at one degree level | $270 |
| (b) For programs accredited at two degree levels | $325 |
| (c) If the institution is accredited at three or four degree levels | $380 |

## AMERICAN VETERINARY MEDICAL ASSOCIATION

930 NORTH MEACHAM ROAD
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TELEPHONE: 312-885-8070

Executive Vice President
    A. Freeman, DVM
President
    Delano L. Proctor, Jr.
    567 Muir Station Road
    Lexington, Kentucky 40516

The American Veterinary Medical Association was founded in 1863.

POSTSECONDARY ACCREDITING BODY:

COUNCIL ON EDUCATION
Director of Scientific Activities
    R. Leland West
Chairman
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In 1890 the Committee on Intelligence and Education was established, which became the Committee on Education. In 1932, the committee took formal steps to initiate an accrediting program. In 1946, the Council on Education was formed to replace the Committee on Education.

RECOGNITION STATUS: Member of the Council on Postsecondary Accreditation. Listed as a nationally recognized accrediting agency by the U.S. Department of Education.

SCOPE OF ACCREDITATION: Accredits programs leading to the first professional degree (DVM or VMD) in veterinary medicine. Geographic scope includes the United States and Canada.

NUMBER OF ACCREDITED SCHOOLS: 30

MEMBERSHIP: The Council on Education shall consist of 12 active or associate members elected by the House of Delegates for terms of six years. Members shall be actively engaged at the time of election in the following areas of veterinary medical activity:

- (a) Basic or preclinical science (two members active in this field who are members of the faculty of a university having an accredited school or college of veterinary medicine or a department of veterinary science).
- (b) Large animal clinical science (one member active in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine).

(c) Small animal clinical science (one member active in this field who is a member of the faculty of a university having an accredited school or college of veterinary medicine).
(d) Postgraduate education (one member who is actively directing post-professional students in an accredited school or college of veterinary medicine or in a university department of veterinary science).
(e) Veterinary medical research (one member who is actively engaged in veterinary research for the majority of his time, or the close director of others who are).
(f) Private large animal clinical practice (one member whose major veterinary endeavor is exclusively large animal practice).
(g) Private mixed clinical practice (one member whose major veterinary endeavor is clinical practice with several species of animals including both food or equine and small companion animals).
(h) Private small animals clinical practice (one member whose major veterinary endeavor is exclusively small animal medicine).
(i) Veterinary preventive medicine (one member whose major endeavor is in the field of epidemiology, public health, regulatory, or military veterinary medicine).
(j) Non-private practice, non-academic veterinary medicine (one member).
(k) At large (any active member).

ACCREDITATION AND LICENSURE: Graduation from an accredited program is generally required in all states for licensure, according to state laws. Exceptions are made for graduates of institutions not located in the United States and Canada.

ELIGIBILITY REQUIREMENT FOR APPLICATION: The institution housing the veterinary medicine program must be accredited by its regional accrediting association.

ACCREDITATION STANDARDS AND GUIDELINES: "Essentials of an Accredited or Approved College of Veterinary Medicine," July, 1980.

ACCREDITATION CLASSIFICATIONS: Provisional Accreditation: Those new schools which have not been in existence long enough to complete the professional program but which have complied with the prescribed conditions of the Council for at least the first two years of the professional curriculum. Maximum term is two years.
Limited Accreditation: Meets or exceeds most but not all minimal requirements. A school not eligible for full accreditation could be placed in this category not to exceed five years. If major physical facilities are required to correct deficiences and the school has presented positive evidence that it will be eligible for full accreditation at the end of an additional two years, then this extension may be granted.
Full Accreditation: Meets or exceeds minimal requirements.

ADVERSE ACCREDITATION ACTIONS/DECISIONS: Accreditation Withheld: Those schools which, in the opinion of the Council, do not merit accreditation.

THE ACCREDITING PROCESS:
(1) The Council requires the institution to have completed a comprehensive self-study.

(2) An on-site visit by an evaluation committee follows the submission of the self-study. The visiting committee is composed of approximately six members, some of whom must have competence in the basic veterinary medical sciences and some in the clinical sciences. At least one practitioner serves on each visiting committee. A member of the AVMA Council staff accompanies the team but is not a member. The duration of the visit is three days. All expenses are borne by the AVMA.

(3) The evaluation committee develops a draft report to the Council to be completed by the staff, at which point it is submitted to the chief administrative officer of the institution and to the dean of the school for their review.

(4) At the next regular meeting of the Council, the visiting evaluation committee's report is reviewed in the presence of the visiting team members. On a majority vote of at least seven members of the Council, it passes on the report and determines the accreditation classification.

(5) A final report is prepared, including accreditation classification, and is submitted to the chief administrative officer of the institution and to the dean of the school approximately one month after the committee's report.

(6) The action of the Council on Education is final with respect to the accreditation classification assigned to a school of veterinary medicine, except that an appeal may be made by a school of veterinary medicine to the AVMA Executive Board. A college which has had accreditation withheld or one which believes that it can qualify for a higher classification may apply at any time for re-evaluation.

PROCEDURES REQUIRED OF ACCREDITED PROGRAMS: Institutions are required to submit annual interim reports as may be specified by the Council.

FEES AND DUES: No charges are made to educational institutions for evaluation. All costs are borne by the AVMA.